

**Privacy statement for Jolanda ter Maten – Connecting Knowledge**



**ter Maten**  
connecting knowledge

**Connecting Knowledge, located at Germanenlaan 29, 7312 HW in Apeldoorn, The Netherlands, is responsible for the processing of personal data as shown in this privacy statement.**

Contact details:

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Jolanda ter Maten is the Data Protection Officer of Connecting Knowledge. She can be reached at [info@jolandatermaten.com](mailto:info@jolandatermaten.com)

## Personal data that we process

Connecting Knowledge processes your personal data because you use our services and / or because you provide this information to us yourself. Below you will find an overview of the personal data we process:

- First and last name
- Telephone number
- E-mail address
- Other personal data that you actively provide, for example by creating a profile on this website, in correspondence and by telephone

## Special and / or sensitive personal data that we process

Our website and / or service does not intend to collect data about website visitors under the age of 16. Unless they have parental or guardian permission. However, we cannot check whether a visitor is older than 16. We therefore recommend that parents be involved in the online activities of their children, in order to prevent data about children from being collected without parental consent. If you are convinced that we have collected personal information about a minor without this permission, please contact us at [info@jolandatermaten.com](mailto:info@jolandatermaten.com) and we will delete this information.

## For what purpose and on what basis we process personal data

Connecting Knowledge processes your personal data for the following purposes:

- Handling your payment
- Sending our newsletter and / or advertising brochure
- To call or e-mail you if necessary, to carry out our services

- To inform you about changes to our services and products
- Offer you the opportunity to create an account
- To deliver goods and services to you
- Connecting Knowledge analyzes your behavior on the website in order to improve the website and to tailor the range of products and services to your preferences.
- Connecting Knowledge also processes personal data if we are legally obliged to do so, such as information that we need for our tax return.

## Automated decision making

Connecting Knowledge does not make decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions taken by computer programs or systems, without involving a person (for example, an employee of Connecting Knowledge).

## How long we keep personal data

Connecting Knowledge does not store the data longer than necessary. We use a standard retention period of 2 years. This means that we will delete your data 2 years after you have been a member and / or active. We will inform you if another retention period applies. An exception to this is the data that we have to keep longer because the law obliges us to do so, such as data for the tax authorities.

## Sharing personal data with third parties

Connecting Knowledge only provides to third parties and only if this is necessary for the execution of our agreement with you or to comply with a legal obligation.

## Cookies, or comparable techniques, that we use

Connecting Knowledge only uses technical and functional cookies. And analytical cookies that do not infringe on your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and, for example, remember your preferred settings. We can also optimize our website with this. You can opt out of cookies by setting your internet browser so that it no longer stores cookies. In addition, you can also delete all information previously saved via the settings of your browser.

## View, adjust or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal

data by Connecting Knowledge and you have the right to data portability. This means that you can submit a request to us to send the personal data that we hold about you in a computer file to you or another organization mentioned by you. You can request for access, correction, deletion, data transfer of your personal data or request for send inspection, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to [info@jolandatermaten.com](mailto:info@jolandatermaten.com). To ensure that the request for access has been made by you, we ask you to send a copy of your ID with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number black in this copy. This is to protect your privacy. We will respond to your request as soon as possible, but within four weeks. Connecting Knowledge would also like to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. You can do this via the following link:  
<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

## How we protect personal data

Connecting Knowledge takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your data is not properly secured or there are indications of abuse, please contact our customer service or via [info@jolandatermaten.com](mailto:info@jolandatermaten.com)