

Well Guidance B.V., located at Braken 15, 1713GC, Obdam The Netherlands, is responsible for the processing of personal data as per privacy statement below

Contact details:

<https://www.wellguidance.com>

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H. Boer is the AVG Privacy officer of Well Guidance B.V. he can be reached at :

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Privacy data we process:

Well Guidance B.V. processes your personal because you used our products or services, or you supplied them yourself. Below a overview of the personal data we could process:

- First, last name
- Gender
- Birthdate
- Birthplace
- Address details
- Phone number(s)
- E-mail address
- Location details
- Details regarding your behavior on our website
- Bank account details

Special and / or sensitive personal details we process:

Well Guidance B.V. processes the following special and / or sensitive personal data:

- social security number (burgerservicenummer (BSN))

With which purpose and on what ground we process your personal data:

Well Guidance B.V. processes your personal details for the following purposes:

- Processing of payments
- Call or email you, if required, to execute our services
- Deliver goods or services to you

- Well Guidance B.V. processes your personal data in order to be compliant with the law, like tax purposes.

Automated decision making

Well Guidance B.V. does NOT make decisions based on automated processes regarding business that potentially have (severe) consequences for the person(s) involved. It comprehends decisions made by automated systems without interference of a human. (ie Employee of Well Guidance B.V.)

Well Guidance B.V. uses (but not limited too) the following computer programs or systems

- Odoo, for the registration of PPE, Skillset and contact details. The system informs Well Guidance B.V. when PPE or certificates are out of date. This to ensure our VCA and ISO standards are met and the protection of your personal safety
- Microsoft Office, to obtain, register and maintain our services, payments and other related business. Customers (could) ask for prove of competence for proposed personnel, this could be shared in edited form. This is necessary to execute our services and guarantee future work

How long do we keep your personal data

Well Guidance B.V. bewaart uw persoonsgegevens niet langer dan strikt nodig is om de doelen te realiseren waarvoor uw gegevens worden verzameld. Wij hanteren de volgende bewaartermijnen voor de volgende (categorieën) van persoonsgegevens:

Well Guidance B.V. does not store your personal data any longer than strictly required to realize the goals where the information intended for.

(Categories > Retention > Reason)

Personal Data > Retention Period: 7 years > Tax purposes

CV / Resume > Retention Period: 75 years > Not actual anymore

Address > Retention Period: 7 years > Tax purposes

Sharing your personal data with 3rd parties

Well Guidance B.V. does not sell your data to 3rd parties and only provides it if necessary, for the performance of our agreement with you or to comply with a legal obligation. With companies that process your data in our remit, we enter into an processing agreement to ensure the same level of security and confidentiality of your data. Well Guidance B.V. remains responsible for these processing operations.

Cookies, or similar techniques, that we use

Well Guidance B.V. only uses technical and functional cookies. And analytical cookies that don't invade your privacy. A cookie is a small text file that is stored on your computer, tablet or

smartphone on the first visit to this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They make sure the website works properly and, for example, remember your preferred settings. It also allows us to optimize our website. You can opt out of cookies by setting your internet browser to stop storing cookies. In addition, you can also delete any information previously stored through your browser's settings.

View, modify, or delete data

You have the right to view, correct or delete your personal data. In addition, you have the right to revoke your possible consent for the data processing or to object to the processing of your personal data by Well Guidance B.V. 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 have about you in a computer file to you or another organisation you have mentioned. You may send a request for access, correction, deletion, data isocation of your personal data or request to withdraw your consent or object to the processing of your personal data to Inquiry@wellguidance.com. To be sure that the request for access has been made by you, we ask you to send a copy of your ID with the request. In this copy, black out your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Social Security number (BSN). This is to protect your privacy. We will respond as soon as possible, but within four weeks, at your request. Well Guidance B.V. would also like to point out that you have the possibility to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link:

<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

How we protect personal data

Well Guidance B.V. takes the protection of your data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your data is not secure or there are indications of abuse, please contact our customer service or Inquiry@wellguidance.com

Above document composed with the help off (<https://veiliginternetten.nl/> & [Ministerie van EZK](#))