

Privacy Policy

Volker Moritz - talk, touch & body explorations gives great importance to the protection of your personal data. In this Privacy Policy we want to provide clear and transparent information about how we handle personal data.

*We make every effort to ensure your privacy and therefore handle personal data with care. Volker Moritz - talk, touch & body explorations comply in all cases with applicable laws and regulations, including the **General Data Protection Regulation (GDPR)**. This implies:*

- *Processing your personal data in accordance with the purpose for which they were provided, these goals and type of personal data are described in this Privacy Policy;*
- *Processing of your personal data is limited to only those data that are minimally required for the purposes for which they are processed;*
- *Ask for your express consent if we need it for the processing of your personal data;*
- *Have taken appropriate technical and organizational measures to ensure the security of your personal data;*
- *Not transmitting personal data to other parties, unless this is necessary for the purposes for which they were provided;*
- *To be aware of your rights regarding your personal data, to point this out and to respect them.*

As Volker Moritz - talk, touch & body explorations we are responsible for the processing of your personal data. If, after reading our Privacy Policy, or in a more general sense, you have questions about this or wish to contact us, you can do this via the contact details at the bottom of this document.

Processing of personal data of customers or suppliers

Personal data of customers or suppliers are processed by Volker Moritz - talk, touch & body explorations for the following purpose (s):

- *Administrative purpose;*
- *Communication about the assignment and / or invitations;*
- *Implementing or issuing an assignment / treatment.*

The basis for this personal information is:

- *The agreed assignment / treatment;*

For the purpose (s) above, Volker Moritz - talk, touch & body explorations can request the following personal data from you:

- *First Name;*
- *Insertion;*
- *Last name;*
- *Address;*
- *Phone number;*
- *E-mail address;*
- *In the context of the intake and treatment all further important information.*

Your personal data are stored by Volker Moritz - talk, touch & body explorations for the above processing (s) for the period:

- *During the term of the agreement and thereafter only in the financial administration for a maximum of 7 years.*

Processing of personal data of newsletter subscribers

Personal details of newsletter subscribers are processed by Volker Moritz - talk, touch & body explorations for the following objective (s):

- *Informing the person by means of news.*

The basis for this personal information is:

- *Registration for Newsletter;*

For the purpose (s) above, Volker Moritz - talk, touch & body explorations can request the following personal data from you:

- *First Name;*
- *Insertion;*
- *Last name;*
- *Address / region;*
- *E-mail address.*

Your personal data are stored by Volker Moritz - talk, touch & body explorations for the above processing (s) for the period:

- *During the period that you are registered.*

Processing personal details of prospect, stakeholder / lobby contacts and / or interested party

Personal details of prospect, stakeholder / lobby contacts and / or interested parties are processed by Volker Moritz - talk, touch & body explorations for the following objective (s):

- *Provision of information in the form of newsletters and / or targeted contacts.*

The basis for this personal information is:

- *Oral permission, issuing a business card and / or via link on LinkedIn;*

For the purpose (s) above, Volker Moritz - talk, touch & body explorations can request the following personal data from you:

- *First Name;*
- *Insertion;*
- *Last name;*
- *Address / region;*
- *Phone number;*
- *E-mail address;*
- *Profession*

Your personal data are stored by Volker Moritz - talk, touch & body explorations for the above processing (s) for the period:

- *During the period that one is seen as a prospect, stakeholder / lobby contacts and / or interested party.*

Provision to third parties

We may provide the information you give to us to third parties if this is necessary for the execution of the above described purposes.

For example, we use a third party for:

- *Taking care of the internet environment of the GDPR program;*
- *Referrals in the context of the treatment*
- *Taking care of the (financial) administration;*
- *Taking care of newsletters and invitations.*

We never pass on personal data to other parties with whom we have not entered into a processor agreement. With these parties (processors), we of course make the necessary arrangements to ensure the security of your personal data. Furthermore, we will not pass on the information provided by you to other parties, unless this is legally required and permitted. An example of this is that the police request us (personal) data in the context of an investigation. In such a case we must cooperate and are therefore obliged to provide this information. We may also share personal data with third parties if you give us permission in writing.

Within the EU

We do not provide personal data to parties which are located outside the EU.

Minors

We only process personal data of minors (persons under 16 years of age) if written permission has been given by the parent, caregiver or legal representative.

Storage period

Volker Moritz - talk, touch & body explorations does not store personal data longer than necessary for the purpose for which it was provided or required by law.

Security

We have taken appropriate technical and organizational measures to protect your personal data against unlawful processing, for example we have taken the following measures;

- *All persons who are able to access your data on behalf of Volker Moritz - talk, touch & body explorations, are obliged to maintain their confidentiality.*
- *We use a username and password policy on all our systems;*
- *We pseudonymize and ensure the encryption of personal data if there is reason to do so;*
- *We back up the personal data in order to be able to recover it in the event of physical or technical incidents;*
- *We regularly test and evaluate our measures;*
- *Our employees have been informed about the importance of the protection of personal data.*

Rights concerning your data

You have the right to inspect, rectify or delete the personal data we have received from you. You can also object to the processing of your personal data (or a part thereof) by us or by one of our processors. You also have the right to have the data provided by you transferred by us to yourself or by order of you directly to another party. We can ask you to identify you before we can comply with the aforementioned requests.

May we process your personal data on the basis of a permission given by you, you will always have the right to withdraw this consent.

Complaints

If you have a complaint about the processing of your personal data, we ask you to contact us directly. If we do not come together with you then we find this very annoying. You always have the right to file a complaint with the Dutch Data Protection Authority, this is the supervisory authority in the field of privacy protection.

Questions

If you have any questions or comments about our Privacy Statement please contact us!

*Volker Moritz – talk, touch & body explorations
www.volkermoritz.com*