

intention

Version as of September 1, 2023

PRIVACY POLICY

General

Intention, located at Snellenshof 51, 4811 LN Breda, is responsible for the processing of personal data as shown in this privacy policy.

Contact Information

Mailing Address: Snellenshof 51, 4811 LN Breda

Email Address: info@iaai.nl

Website: www.iaai.nl

Johan van Bavel is the Data Protection Officer of Intention.

Reachable via johan@iaai.nl or at 06-50518315.

Personal Data We Process

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

- First and last name
- Date of birth
- Address details
- Phone number
- Email address
- Bank details for financial transactions
- Other personal data actively provided by you, for example in correspondence or over the phone.

Special and/or Sensitive Personal Data We Process

Our website and/or service does not intend to collect data about website visitors under 16 years of age unless they have permission from parents or guardians. However, we cannot verify the age of a visitor. We therefore recommend that parents be involved in their children's online activities to prevent data from being collected about children without parental consent. If you believe that we have collected personal information about a minor without permission, please contact us at info@iaai.nl, and we will remove this information.

Purpose and Legal Basis for Processing Personal Data

Intention processes your personal data for the following purposes:

Legal basis for contract performance

- Handling your payment.
- Contacting you via phone or email when necessary for providing our services.
- Keeping track of coaching hours in a logbook for certification with the International Coach Federation and the Dutch Association of Professional Coaches.
- Sending newsletters.
- Providing our services via email and/or postal mail to the mailing address.

Automated Decision-Making

Intention does not make decisions with significant consequences for individuals based on automated processing.

Retention of Personal Data

Intention does not retain your personal data longer than necessary to achieve the purposes for which your data is collected. We adhere to the following retention periods for the following (categories) of personal data:

- Personal data provided for contract execution: as long as you are a customer and 10 years thereafter. This is for mutual communication and the legal retention period of the Tax Authorities.

Sharing Personal Data with Third Parties

Intention does not sell your data to third parties and will only provide it if necessary for the execution of our contract with you or to comply with a legal obligation. We enter into data processing agreements with companies that process your data on our behalf to ensure the same level of security and confidentiality for your data. Intention remains responsible for these processing activities.

- Financial administration is carried out by Box 2 Tax Consultants;
- Training and courses are in some cases conducted by Maaik Rijk (Maaik Rijk Coaching) and Vera Gulickx, Seonad Lindsey and Angela Smith
- Various supervisors used for supervision sessions in our training programs;
- For certification and accreditation with the International Coach Federation and the Dutch Association of Professional Coaches.

Access, Correction, and Deletion of Data

You have the right to access, correct, or delete your personal data. Additionally, you have the right to withdraw your consent for data processing or object to the processing of your personal data by Intention. You also have the right to data portability, meaning you can request us to send the personal data we hold about you in a computer file to you or another organization you name.

You can send a request for access, correction, deletion, data transfer of your personal data, or a request to withdraw your consent or object to the processing of your personal data to info@iaai.nl. To ensure that the request for access is made by you, we ask you to include a copy of your identity document with the request. In this copy, please black out your photo, MRZ (machine-readable zone,

the strip with numbers at the bottom of the passport), passport number, and Citizen Service Number (BSN) for privacy protection. We will respond as soon as possible, but no later than within four weeks, to your request.

Intention also wants to inform you that you have the right to lodge a complaint with the national supervisory authority, the Dutch Data Protection Authority (Autoriteit Persoonsgegevens). You can do so through the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

Securing Personal Data

Intention takes the protection of your data seriously and implements appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized modification. If you believe that your data is not properly secured or if there are indications of abuse, please contact us at info@iaai.nl.

-- End of Privacy Policy --