

Privacy statement The Doors Open Academy

The Doors Open Academy is an online co-learning platform with 100+ high-quality online training courses. The Doors Open Academy was created by and is managed by Doors Open Co-working & Learning concepts B.V. You have access to the platform in which you can follow the online courses of your choice and participate in the online community. Doors Open Co-working & Learning concepts B.V. creates and manages the e-learning products on the platform.

Suzanne Mau-Asam, owner of Doors Open Co-working & Learning concepts B.V, located at Javastraat 281, 2585 AL The Hague, KvK nummer, 69731853, is as the 'data protection officer' responsible for the processing of personal data as shown in this privacy statement. This declaration was last amended on May 29th, 2020.

This statement applies to visitors to the website <https://doors-open.academy> and people who purchase services through here. Your privacy is important to us and we handle your personal information carefully. In this privacy statement you can read which personal data we collect, use and store and for what purpose (based on AVG). And also, how you can view, have your data adjusted or completely deleted if desired. If you have any questions about this privacy statement, please contact academy@doors-open.nl

1. Personal data that we process

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

- First and last name
- Gender
- Address details
- Phone number
- Email address
- Other personal data that you actively provide, for example by creating a profile on this website, in correspondence and by telephone

2. Special and/or sensitive personal data that we process

Our website and/or service has no intention of collecting data of website visitors under the age of 16. Unless they have parental or guardian permission. However, we cannot verify that a visitor is over 16. We therefore advise parents to be involved in their children's online activities in order to prevent data on children from being collected without parental consent. If you are convinced that we have collected personal information about a minor without that permission, please contact us at academy@doors-open.nl, then we will delete this information.

3. For what purpose and on the basis of which principle do we process personal data

The Doors Open Academy processes your personal data for the following purposes

1. Handling your payment
2. Sending our newsletter and/or advertising leaflet
3. To create the personal learning paths
4. To pair with a mentor/coach that The Doors Open Academy considers will complement your learning experience
5. To be able to call or email you if necessary to perform our service
6. To deliver goods and services to you

The Doors Open Academy also processes personal data if we are legally obliged to do so, such as data we need for our tax return.

4. Automated decision-making

The Doors Open Academy does not make decisions on matters based on automated processing that can have (significant) consequences for individuals. These are decisions made by computer programs or systems, without a human being (for example, an employee of The Doors Open Academy) being among them.

5. The length that we keep personal data

The Doors Open Academy does not store your personal data for longer than is strictly necessary to achieve the goals for which your data is collected. We use the following retention periods for personal data:

1. The data of existing clients shall not be retained for more than one year after the end of the last online training.
2. The data of potential clients will not be retained for more than six months after the first contact if no agreement is reached.
3. There is an exception: like any entrepreneur, The Doors Open Academy is legally obliged to keep the records, including invoices with name and address details, for seven years.

6. Sharing personal data with third parties

The Doors Open Academy only provides to third parties when this is strictly necessary for the performance of our agreement with you or to comply with a legal obligation.

7. Cookies, or similar techniques, that we use

The Doors Open Academy 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 ensure that the website works properly and remember your preferred settings, for example. We can also optimize our website. You can opt out of cookies by setting your internet browser in such a way that it no longer stores cookies. In addition, you can also delete any information previously stored through your browser's settings.

8. View, customize, 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 The Doors Open Academy and you have the right to data transferability. This means that you can submit a request to us to send the personal data we have of you in a computer file to you or another organization you mentioned. You may send a request for access, correction, deletion, data transfer of your personal data or request for your consent or objection to the processing of your personal data to academy@doors-open.nl. To ensure that the request for access has been made by you, we ask you to send you 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 to protect your privacy. We'll respond as soon as possible, but within four weeks, to your request. The Doors Open Academy 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>

9. How we protect personal data

The Doors Open Academy takes the protection of your data seriously and takes appropriate organizational and technical measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your data is not properly protected or there are indications of abuse, please contact us via academy@doors-open.nl.