

# Boardroom@Crisis BV Data Privacy Policy

(Current as of 2021)

Boardroom@Crisis BV will keep any personal data you provide for the purposes of registering for this online course ('Crisis Management') confidential, use it only to enable your registration, participation, and invoicing, and not provide said data to any other party or use this for any other purposes. All information will be disposed of following your course participation and payment save that which is required to be kept on the invoice by Dutch tax authorities.

As a Dutch-registered company, when processing personal data, we observe all applicable Dutch AVG and EU GDPR laws and regulations in the field of privacy. In this data privacy statement, we inform you about the way we handle your data.

## Use and Purposes of Your Personal Data

By filling in the online course registration form on our website, you will be providing us with select personal data (your name, your email address, and your company address). We will only use this specific personal data provided directly by you for course registration, participation and invoicing purposes in the context of the service offered to and requested by you. Your personal data will not be used for other purposes for which it is intended. We do not use cookies, trackers, or any other technology on our website that might generate (insight into) personal data/use.

## Description of Personal Data

For the above purposes, we will process the following personal data from you:

- Name
- Email address
- Company address

In the event that for invoicing you need to provide additional information that needs to be added to the invoice, for instance a Department Expense or Purchase Order number, this information will only be processed and used for its intended purpose, invoicing.

## **Security of Personal Data**

We endeavor through our website hosting firm Trans IP to maintain the highest ISO 27001 compliant information and cyber security measures available to us. The website is hosted on a Netherlands-based Trans IP server and governed by Dutch law. Information provided on our website will not be forwarded, printed, shared or otherwise distributed beyond the confines of the secure email storage module on the website, and only for the purposes of course registration, participation and invoicing, with the sole exception of using your email address to enable online course participation (on Zoom).

## **Retention Period**

We do not store your personal data longer than is necessary for the described purposes.

## **Provision of Your Data to Third Parties**

Under no circumstances will your personal data be made available to third parties unless we must do this on the basis of Dutch law, with the sole exception of using your email address to enable online course participation (on Zoom). Our contract with Zoom specifically forbids Zoom to use your email address for any purposes other than enabling online course participation, e.g. marketing.

## **Your Legal Rights**

You have the right to inspect the data stored about you. You can also request of us to change, move, supplement or delete this information. You can do this by contacting us at [info@boardroomcrisis.com](mailto:info@boardroomcrisis.com).

## **Complaint Regulator: Dutch Data Protection Authority**

In the unlikely event that you are not satisfied with the way in which we handle your personal data, you can file a complaint with the Dutch Data Protection Authority. Our Netherlands Chamber of Commerce registration (Boardroom@Crisis BV) is 62985310.

Thank you.