Asha Badal - Vasconcellos
Certified Transformational Life Coach
Certified EFT Therapist
PSYCH-K® Facilitator
WIEBGE Certified (narcissism)
Certified in Systemic Work
Certified Trainer
Certified Breathwork Coach

Privacy Statement

Practice 'Being who you are' is responsible for the processing of personal data as shown in this privacy statement. Asha Badal-Vasconcellos is the Data Protection Officer of Practice 'Being who you are' and can be reached via privacy@zijnwiejebent.nl.

Personal data

Practice 'Being who you are' processes your personal data because you are using my services and / or because you provided this information to me. Below is an overview of the personal data that I process:

If you fill out the ***contact form*** on my website or a ***form to sign up for a service***, then I will process:

- ✓ first and last name
- ✓ e-mail address
- ✓ IP address
- ✓ Telephone number
- ✓ The information you enter in the comments field for a session or training / workshop

Special and/or sensitive personal data

If you fill out the ***intake form*** prior to the first session, I will process:

- ✓ First and last name
- ✓ Address details
- ✓ Telephone number
- ✓ E-mail address
- ✓ Gender
- ✓ Health
- ✓ Other personal data that you actively provide by, for example, creating a profile on this website, in correspondence and by telephone.

Purpose of processing

Practice 'Being who you are' processes your personal data for the following purposes:

- ✓ Handling your payment
- ✓ Sending my newsletter and/or advertising brochure
- ✓ Calling or e-mailing you if this is necessary to perform my services
- ✓ Informing you about changes to my services and products
- ✓ Complying with my legal obligation to file a tax return.

Automated decision-making

Practice 'Being who you are' does not make decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions that are taken by computer programs or systems, without the supervision of a person (for example an employee of Practice 'Being who you are').

Practice 'Being who you are' only uses a customer registration system, which is only accessible via a password. This system runs on a local server, which is secured by, among other things, a firewall.

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Retention period for personal data

Practice 'Being who you are' does not save your personal data for longer than strictly is necessary to realize the goals for which your data is collected. A storage period of 7 years applies to all data and information supplied by you. This in order to comply with the legal obligation. This data is deleted after a maximum of 7 years from the database of this system and from a (possible) backup.

Sharing personal data with third parties

Practice 'Being who you are' does not sell your data to third parties and will only provide them if this is necessary for the execution of our agreement with you or to comply with a legal obligation. With companies that process your data commissioned by us, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. Practice 'Being who you are' remains responsible for these processing.

These third parties are the accountant, the invoice processor and the SMS service.

- ✓ The accountant only receives name and invoice details (invoice date, number and amount)
- ✓ The invoice processor receives only first and last name and e-mail address.
- ✓ The SMS service receives only first and last name, appointment (date and time) and phone number.

Cookies and/or comparable techniques

Practice 'Being who you are' only uses technical and functional cookies. And analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone during the first visit to this website. The cookies I use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and remember, for example, your preferences.

We can also optimize our website with this. You can opt out of cookies by presetting your internet browser that it no longer stores cookies.

In addition, you can also delete all information previously saved via the settings of your browser.

View, modify or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to the data processing or to object to the processing of your personal data by Practice 'Being who you are' and you have the right to data portability. This means that you can submit a request to send the personal data that I have from you in a computer file to you or another organization desired by you. You can send a request for access, correction, deletion, data transfer of your personal data or request for cancellation of your consent or objection to the processing of your personal data to privacy@zijnwiejebent.nl.

To make sure that the request for access has been made by you, I ask you to send a copy of your proof of identity along with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) unreadable in this copy. This is to protect your privacy. I respond as quickly as possible, but within four weeks, at your request.

Practice 'Being who you are' also wants to point out that you have the opportunity 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

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Secure personal data

Practice 'Being who you are' 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 properly secured or there are indications of abuse, please contact me via privacy@zijnwiejebent.nl. Practice 'Being who you are' has taken the following measures to protect your personal data:

- ✓ Security software, such as a virus scanner and firewall.
- ✓ TLS (formerly SSL) I will send your data via a secure internet connection. You can see this at the address bar 'https' and the padlock in the address bar.
- ✓ DNSSEC is an extra security (addition to DNS) for converting a domain name to the associated IP address; it is provided with a digital signature. You can have this signature checked automatically. This prevents you from being redirected to a false IP address.
- ✓ Computer files are encrypted by means of AES-256 encryption and stored offline in a safe. All physical documents that directly relate to sessions (intake forms, agreements, notes, etc.) are stored in a safe as well.

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