



## Privacy Statement Sidekick INConfidence

### Who are we?

We are Sidekick INConfidence, business assistant. We are located at Groenoord 382, 2401 AN Alphen aan den Rijn 2807 NC Gouda, registered in the Trade Register under number 51150549. We can be reached by telephone on +31(0) 644852153. Or you can send an email to [team@incsidekick.com](mailto:team@incsidekick.com).

### Responsibility

Sidekick INConfidence is responsible for data processing. In this Privacy Statement we explain which personal data we collect and use and for what purpose. We recommend you to read it carefully.

### What are we doing?

We provide services as a business assistant and coach for entrepreneurs and private individuals. We assist in both private matters and business operations. From office support, administration and marketing to organizing and planning one's personal life.

### Application

This Privacy Statement applies to all contact that we as Sidekick INConfidence have with you. For example, via the website, email, telephone or via contact forms.

### Purposes

Sidekick INConfidence considers careful handling of personal data of great importance. Personal data is therefore carefully processed and secured by us. This information we use for the following purposes:

- providing our services;
- taking measures to improve the service to you;
- providing information, offers and coaching;
- provision of data to third parties on the basis of legal obligations.



## Requirements

In our processing we adhere to the requirements of privacy legislation. Meaning:

- We clearly state the purposes for which we process personal data, as explained in this privacy statement;
- We limit our collection of personal data to only the personal data that is necessary for legitimate purposes;
- We ask for your explicit permission to process your personal data in cases where your consent is required;
- We take appropriate security measures to protect your personal data and that is also required of parties that process personal data on our behalf;
- We respect your right to provide, correct or delete your personal data from our systems at your request.

## Use of personal data

When providing our services, we obtain certain information from you, such as personal data. We only store and use personal data that is directly specified and provided by you in the context of requested services and which are necessary to complete our tasks.

## Which data?

We use the following data for the purposes stated in this privacy statement:

- Name and address details
- Phone number
- Billing address
- E-mail address
- Payment details
- Company details
- Financial details
- Personal preferences

Sometimes, if necessary for the provision of services, we also collect and safeguard your health/medical data. This only occurs when you provide us with an explicit written permission.



### **Provision to third parties**

We will not provide your information to third parties, unless this is necessary in the context of the performance of the agreement you conclude with us or if this is required by law. In case of a suspicion of fraud or misuse we will transfer personal data to the designated authorities.

### **Security**

We take security measures to prevent misuse and to restrict unauthorized access to your personal data. The latest techniques are used to ensure guaranteed security.

### **Newsletter**

We offer a newsletter with which we want to inform interested parties about our services. Every newsletter contains a link to unsubscribe. At the start of cooperation your e-mail address is automatically added to the list of subscribers. We send this mailing maximum once a week.

### **Retention periods**

The personal data described above will be kept for as long as necessary to provide you with our services. After determination of our cooperation, we store data for a maximum of five years. The data will then be deleted, unless there is a legal obligation that requires longer retention (such as the seven-year tax retention obligation for payment data).

### **Third Party Websites**

This privacy statement does not apply to third-party websites that are linked to our website. We cannot guarantee that these third parties are reliable or that they are handling your personal data securely. We recommend that you read the privacy statement of these websites before using them.

### **Authority for Personal Data**

We are happy to assist you in case you have complaints about the processing of your personal data. You also have the right to file a complaint regarding privacy legislation with the Dutch Data Protection Authority against our processing of your personal data. Please contact Dutch Data Protection Authority for more information.



### **Insight and alterations to your data**

For questions about our privacy policy or request to access your personal data, you can contact us at any time via the contact information above. You can also send us a request to (re)view, change or delete any data.

You have the right to submit a request for a data export of your personal information that we process and use in our services with your permission. You also have the right to restrict us in processing of your personal data.

To prevent misuse, we may ask you to identify yourself adequately before altering your personal data.

### **Changes to this privacy statement**

We reserve the right to make changes to this privacy statement. Please review our privacy statement on the website [www.incsidekick.com](http://www.incsidekick.com) so that you are aware of the latest version.

### **Version**

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