

Incrementum Consultancy & Coaching, located at Dominicushof 64 4133 AP Vianen, The Netherlands, is responsible for processing personal data as reflected in this privacy statement.

Contact:

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KOEN POUW is the Privacy data officer of Incrementum Consultancy & Coaching He/she can be reached via koen@incrementumconsultancy.com

Personal Data we process

Incrementum Consultancy & Coaching is processing your personal data because you are using our services or because you have provided these to us. Below you will find an overview of personal data we are processing:

- First and Last Name
- Address details
- Phonenumber
- E-mailaddress
- Data about your activity on our website
- Bankaccountnumber

Special and/or sensitive personal data we process

Our website and/or service does not have the intention to collect data about website visitors younger than 16 years of age. Unless they have permission of their parent(s) or guardian(s). We have no way to verify if the visitor is older than 16 years old. We advise parents to be involved in the online activities of their children, to avoid that data is collected about their kids without parental consent. If you are convinced we have collected personal data about a minor without consent, please contact us via koen@incrementumconsultancy.com, then we will remove this information.

With which purpose and intent we process personal data

Incrementum Consultancy & Coaching processes your personal data for the following purposes;

- Processing your payments
- To call or email you in case necessary to provide our services
- To deliver goods or services
- Incrementum Consultancy & Coaching also processes personal data if we are legally obliged to do so, e.g. data we need for tax purposes.

Geautomatiseerde besluitvorming

Incrementum Consultancy & Coaching doesn't take decisions based on automated processing of data that could have (considerable) consequences for people. This is regarding decisions made by computer programs and -systems without human intervention.

How long do we store personal data

Incrementum Consultancy & Coaching will not store your personal data any longer than necessary to realise the goals that your data is being stored for. We use the following terms for data keeping for the following categories of personal data:

Category	Reason	Term
First and Last name	Approach for goods and services	5 years after last use
Phone number	Approach for goods and services	5 years after last use
E-mailaddress	Approach for goods and services	5 years after last use
Bank account number	Payment and Invoicing	7 years (during legally obliged term)
Data about your activity on our website	Improve website and visitor count	2 years

Sharing personal data with third parties

Incrementum Consultancy & Coaching only provides to third parties if strictly necessary for the realisation of our agreement with you or to adhere to legal obligations.

Cookies, of vergelijkbare technieken, die wij gebruiken

Cookies are small pieces of text sent by your web browser by a website you visit. A cookie file is stored in your web browser and allows the Service or a third-party to recognize you and make your next visit easier and the Service more useful to you.

In addition to our own cookies, we may also use various third-parties cookies to report usage statistics of the Service, deliver advertisements on and through the Service, and so on.

If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser.

Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

Where can you find more information about cookies

You can learn more about cookies and the following third-party websites:

- AllAboutCookies: <http://www.allaboutcookies.org/>
- Network Advertising Initiative: <http://www.networkadvertising.org/>

Cookie Name	Duration	Purpose
Crumb	Session	Prevents cross-site request forgery (CSRF). CSRF is an attack vector that tricks a <i>browser</i> into taking unwanted action in an application when someone's logged in.
RecentRedirect	30 minutes	Prevents <i>redirect</i> loops if a site has custom URL redirects . Redirect loops are bad for <i>SEO</i> .
CART	2 weeks	Shows when a visitor adds a product to their cart
hasCart	2 weeks	Tells Squarespace that the visitor has a cart
Locked	Session	Prevents the password-protected screen from displaying if a visitor enters the correct site-wide password.
SiteUserInfo	3 years	Identifies a visitor who logs into a customer account
SiteUserSecureAuthToken	3 years	Authenticates a visitor who logs into a customer account
Commerce-checkout-state	Session	Stores state of checkout while the visitor is completing their order in PayPal
squarespace-popup-overlay	Persistent	Prevents the Promotional Pop-Up from displaying if a visitor dismisses it
squarespace-announcement-bar	Persistent	Prevents the Announcement Bar from displaying if a visitor dismisses it
Test	Session	Investigates if the <i>browser</i> supports cookies and prevents errors.

ss_cid	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cvr	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cvvisit	30 minutes	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cvt	30 minutes	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cpvisit	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
ss_cookieAllowed	30 days	Remembers if a visitor agreed to placing Analytics cookies on their browser if a site is restricting the placement of cookies

See, adjust or remove your data

You have the right to review your personal data, correct it or delete it. Next to that you have the right to revoke potential consent for data processing or object by processing your data by Incrementum Consultancy & Coaching and you will have the right for data transfer. This means you can request us to send your personal data to yourself or an organization named by you. U can send your request for insight, correction or revoking your permission of the objection against processing to koen@incrementumconsultancy.com. To be sure the request is done by you, we ask you to accompany the request with a photo ID. Please blacken out the MRZ (Machine Readable Zone, the black numbers at the bottom of a passport, ID-number and Social Security number. This to protect your privacy. We will respond as soon as possible, but within 4 weeks to your request. Incrementum Consultancy & Coaching wants to also point out you have the possibility to file a complaint at the national supervisor, the Autoriteit Persoonsgegevens. You can use the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

How do we secure your personal Data

Incrementum Consultancy & Coaching takes the protection of your data serious and takes appropriate measures to prevent misuses, loss, unauthorized access, unwanted publication and unconsented change. If you have the impression your data is not well protected, please contact koen@incrementumconsultancy.com