



## Privacy policy

Luz azul training, consulting & coaching is a registered company in the Netherlands, the company number is 27329438. We are committed to safeguarding the privacy of our website visitors and treat your personal information appropriately. This privacy and cookie policy is in place to ensure your personal information is appropriately protected.

We keep our privacy notice under regular review. This privacy notice was last updated on 26 September 2018.

If you have any questions regarding our privacy policy, you can phone, email us or write to:

Luz azul training, consulting & coaching  
Yvonne van der Pol, MA  
De la Reystraat 44  
3851 BH Ermelo  
The Netherlands  
[info@luzazultrainingen.nl](mailto:info@luzazultrainingen.nl) | [www.luzazultrainingen.nl](http://www.luzazultrainingen.nl)  
+31 (0)341-267054 | +31 (0)6-13328232

The data protection officer for our company is Yvonne van der Pol.

## Personal informations collection

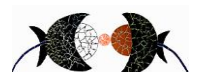
We collect certain information or data about you when you call us, email us and use our services. The general categories of personal information that we may collect are as follows:

- name
- address
- contact phone number
- email address

In the context of Luz azul training, consulting & coaching's work we might also collect information about cultural background. The overall goal of this piece of information is to optimize a training course, coaching or consulting in effectively bridging cultural differences and dealing with diversity.

## Data retention period

Personal data that Luz azul training, consulting & coaching processes shall not be kept for longer than is necessary. We have indicated the following retention periods:



- Intake forms, no later than 1 year after a training course, coaching or consulting has taken place
- Assessments (e.g. the Intercultural Readiness Check and Feedback Profiler), at the latest 1 year after a training course, coaching or consulting has ended
- Participants list, no later than 1 year after a training course, coaching or consulting has taken place
- Request through the website's form, at the latest half a year after the question has been answered.

## Information disclosure

Luz azul training, consulting & coaching only shares information with third parties if this is absolutely necessary for the accomplishment of the work, e.g. working with a co-facilitator or training actor in a course.

## Cookies and safety

Luz azul training, consulting & coaching only uses technical and functional cookies on the website. Besides we use analytical cookies (by Matomo) that don't interfere with your privacy. Cookies are small text files that are placed on your computer by websites that you visit. The cookies we use are necessary for the technical use of the website and users' friendliness.

Luz azul training, consulting & coaching takes reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information. All personal information is stored securely in accordance with the principles of the General Data Protection Regulation. We use:

- Safety software, like a virus scanner and firewall.
- A protected online back-up (Dropbox) and a protected newsletter system (Mailchimp)
- A safe office environment
- TLS connection (see 'https' before the URL).

## Accessing your personal information

You have the right to be informed about how we use your personal data, the right of access to the data we hold and the right to rectification of any data we hold. Besides you have the right to withdraw your consent in relation to your personal data being used, the right to restrict processing of your data and the right to data portability of your data. Please contact our data protection officer at [info@luzazultrainingen.nl](mailto:info@luzazultrainingen.nl) for additional information and requests.

## Contact

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