

Privacy Statement PR unplugged.com

PR unplugged.com (KvK 84411104), located at Piet Mondriaanplein 13, in (3812 GZ) Amersfoort, the Netherlands, is responsible for the processing of personal data. This privacy statement explains how PR unplugged.com handles data of an identified or identifiable natural person. PR unplugged.com respects the privacy of (potential) customers, relations, applicants and the users of the website and ensures that the personal information you provide to PR unplugged.com is processed in accordance with applicable laws and regulations for the protection of personal data and is treated confidentially. It is possible that this privacy statement will be modified in the future. Therefore please regularly check the privacy statement on the website of PR unplugged.com. This can be found at the bottom of the website.

1. Who does PR unplugged.com process personal data from?

PR unplugged.com processes personal data of the following categories of natural persons:

- (potential) customers;
- applicants;
- visitors to www.PRunplugged.com;
- recipients of newsletters from PR unplugged.com;
- Participants in (online) meetings of PR unplugged.com;
- All other persons who contact PR unplugged.com to establish a business relationship.

2. Purpose of processing personal data

PR unplugged.com processes the information provided by you for the following purposes:

- Execution of an agreement to provide training and coaching sessions in the field of communication skills;
- Meeting any legal obligations, such as tax laws and regulations;
- Managing the customer database of PR unplugged.com;
- Carrying out (targeted) marketing and promotional activities and/or events in order to establish, maintain or expand a relationship with (potential) customers, including by means of market research or sending newsletters or information of a specific nature;
- To personalise the website for you and to recommend services that you may find interesting;
- Evaluating our services and/or event (such as a workshop or seminar), based on evaluation forms filled in by participants;
- To send you a newsletter for which you personally register on our website. If you no longer wish to receive this newsletter, please let us know by sending an e-mail to info@prunplugged.com.

- To further develop and improve the website. Website user statistics provide information about the number of visitors, the duration of the visit, which parts of the website are viewed and the click behaviour. Based on user statistics, PR unplugged.com can see whether the current website is functioning properly. When PR unplugged.com sees that certain parts need improvement, PR unplugged.com will adjust the website accordingly. These are generic reports that cannot be traced back to individual visitors.

3. How does PR unplugged.com obtain your personal data?

PR unplugged.com obtains personal data that:

- You have provided in person (during a meeting or conference) by telephone or digitally (via e-mail or web forms or otherwise digitally), such as contact details and - depending on the nature of the occasion or assignment - other personal data;
- During a visit by you to the website of PR unplugged.com or during the reading of digital newsletters, such as the IP address, surfing behaviour on the website (such as data about the first visit, previous visit and current visit, the pages viewed and the way you navigate through the website) and on which parts of the website you click;
- PR unplugged.com derives from other sources, including business social media platforms such as LinkedIn, public business websites, the trade register of the Chamber of Commerce, such as completed and required contact details and other personal data.

4. What personal data does PR unplugged.com process?

PR unplugged.com processes the following personal details if they are necessary for the provision of its services and/or administration:

- Your contact details, such as name, address, telephone number, e-mail address;
- Age, date of birth, gender, nationality, marital status, family composition;
- Data about your employment, such as position, employer, employment history;
- Information about your company;
- Fiscal data for administration purposes;
- Special personal data, such as your medical data (as far as necessary for our services and on the basis of your explicit consent).

PR unplugged.com processes the following data for the purpose of a job application:

- Your contact details, such as name, address, telephone number, e-mail address;
- Your age;
- References;
- Data on your employment and work history, such as income, positions, employers, work history.

PR unplugged.com processes the following personal data for other purposes:

- IP addresses, location data and cookies;
- E-mail address and telephone number.

5. Legal basis of the processing

PR unplugged.com processes personal data on the basis of the following legal grounds:

- Execution of the contract to provide training and coaching sessions in the field of communication skills;
- A legal obligation for the proper execution of the administration and tax returns as well as their storage;
- Your explicit consent for specific purposes, which can be withdrawn by you at any time, without affecting the lawfulness of the processing based on the consent before withdrawal;
- A legal obligation;
- A legitimate interest, such as using contact details to invite you to a meeting (such as a workshop or seminar) or to send you the business newsletter.

6. Retention of data

PR unplugged.com does not store personal data longer than necessary. PR unplugged.com uses the following retention periods in principle:

Your file: 7 years after completion of the assignment;

Application letters and CVs: 1 month after the vacancy has been filled, unless the candidate has given explicit permission to keep them for a year;

Data provided via the website or e-mail without leading to an agreement with PR unplugged.com: 30 days after the first contact.

Recipients of newsletters from PR unplugged.com and invitees to meetings: 5 years after unsubscribing from the newsletter and/or invitation to one of the meetings, unless you object to this earlier, in which case PR unplugged.com will immediately destroy the data.

7. How do we deal with confidentiality and disclosure of data to third parties?

PR unplugged.com handles the information that PR unplugged.com receives from you with care. PR unplugged.com does not sell your information to third parties and only provides information to third parties if this is necessary for the implementation of the agreement with you or to comply with a legal obligation.

With companies that process your data on behalf of PR unplugged.com, PR unplugged.com will conclude a processing agreement, in which the same level of security and confidentiality of your data is agreed upon.

The third parties employed by PR unplugged.com are obliged to respect the confidentiality of your data and to keep your data secure.

8. Transfer outside the EEA

In principle PR unplugged.com does not pass on personal information to countries outside the European Economic Area (EEA). In the event that this is necessary, PR unplugged.com will ensure that the transfer only takes place if the European Commission has indicated that the country in question offers an adequate level of protection or if there are suitable guarantees in the sense of the Dutch General Data Protection Regulation (AVG).

9. Rights, questions and complaints

As a data subject, you can view, correct and/or delete your data. Furthermore, you have the right to limit the processing of your data or to transfer your data to another party. In the unlikely event that you do not agree with the way in which your details are processed by PR unplugged.com and/or have other objections concerning the processing of your personal details, you can object to this.

You can send a request concerning the exercise of your rights by contacting PR unplugged.com by telephone (+31619569426) or by sending an e-mail to info@prunplugged.com.

In the event that you feel that PR unplugged.com is not acting in accordance with privacy legislation, or if you have any questions, PR unplugged.com would like to hear from you. PR unplugged.com assumes that a solution can always be found to your satisfaction. In the event that you think otherwise, you can lodge a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).