

On this page we let you know which personal data we collect when you use our website, why we collect these data and what we do with them. We think it important that we observe due care in handling your data and we take care that the personal information you provide will be treated confidentially. Briefly our privacy statement means in essence that we:

- will only use your personal data for purposes we agreed upon
- will not share your personal data with other people
- will secure your personal data carefully

If you have questions that are not answered in this privacy statement, if you have suggestions or remarks about its contents or if you have complaints about the way in which we handle your personal data, we would like to come into contact with you. You can send an e-mail to [info@schematherapieopleidingen.nl](mailto:info@schematherapieopleidingen.nl) or use the contact details at the bottom of this page.

This privacy statement applies to the websites of Van Genderen Opleidingen B.V. Van Genderen Opleidingen B.V. is not responsible for the privacy policy of other sites and resources that are mentioned on our websites.

### **Purposes**

We do not collect or use your personal data for other purposes than the purposes that are described in this privacy statement, unless we have obtained your permission in advance.

#### **1. Use of our services**

When you use our services, we ask you to provide personal data. These data are necessary to provide the service and will be stored by Van Genderen Opleidingen B.V. in accordance with the legal retention obligation.

#### **2. Communication**

When you send us an e-mail or other messages, they will be recorded in our e-mail archives and stored in accordance with the legal retention obligation. Sometimes we ask for personal data that are relevant for the applicable situation. This makes it possible to process your questions and to handle your requests.

#### **3. Forms**

The website contains forms that you can use to contact us about different subjects, such as:

- to register for trainings or waiting lists
- to raise questions about courses

We store the data you provide us with these forms as long as is necessary or reasonable for the complete reply to and/or settlement of your request. Besides, your request can be recorded in our e-mail archives and stored in accordance with the legal retention obligation.

#### **4. Newsletters**

On the website you can register for our newsletters. If required, subscribers to these newsletters can sign themselves out via the link at the bottom of every newsletter.

### **Third persons**

We use third persons in the execution of our services and activities (e.g. our bookkeeping and webhosting). If these third persons have access to your data, we take appropriate measures to take care that your data are adequately protected and are used exclusively for the intended purposes. Under no circumstances Van Genderen Opleidingen B.V. sells your personal data to third persons.

### **Security**

Van Genderen Opleidingen B.V. has taken appropriate technical and organizational measures to protect the personal data you provided against unlawful use.

Our employees are required by law to observe the confidentiality of your data. We also impose this obligation on the third persons we engage to execute our services and activities.

### **Visit our website**

When you visit our website, the technical characteristics of your visit are kept in so called logfiles. Particularly the requested page, IP address, time, browser type and so on. We do not verify who uses which IP address at one time and so we do not trace these data back to you. These logfiles are stored exclusively for analyses during 12 months at the most.

### **Cookies**

This website does not use cookies.

### **Examine and adjust personal data**

You have the right to ask us which of your personal data are stored in our data files. When you think that these personal data are (no longer) correct or complete, you can ask us to complete, correct or remove your personal data. We will deal with requests for adjustments as soon as possible. If your request cannot (yet) be carried out, we give detailed information why that is the case. You can send your request to [info@schematherapieopleidingen.nl](mailto:info@schematherapieopleidingen.nl) or use the contact details at the bottom of this page.

### **Changes**

This privacy statement is adjusted to the use of, and the possibilities of, this site. Any adjustments to and/or changes of this site can lead to modifications in the privacy statement. Therefore it is advisable to consult this privacy statement regularly.

### **Storing of patient data**

**Van Genderen Opleidingen B.V. does not store patient data in no way whatsoever. The participants in the courses are asked not to use names of patients in their communication with the teachers. If visual material with regard to patients has to be shared this exclusively takes place via the secured mail programme Zivver. Zivver is a mail programme that meets the privacy legislation (AVG, NTA 7516)**

### **Exceptions**

Except for the above mentioned exceptions, Van Genderen Opleidingen B.V. makes personal data available to third parties exclusively if they are obliged to this by reason of legal provisions.

### **Contact details**

The responsible company for this website is:

Van Genderen Opleidingen B.V.  
Eburonenweg 42  
6224 HX Maastricht

Questions about the privacy policy of this website can be addressed by regular mail, for the attention of the privacy department, or per e-mail via [info@schematherapieopleidingen.nl](mailto:info@schematherapieopleidingen.nl)