



## **Privacy Policy Co-Motion Consult**

This is the Privacy Policy of Co-Motion Consult, registered since 1 January 2004 as a small business (ZZP) in Driebergen, the Netherlands, with registration number 34185647.

This policy is applicable to the collection and processing of data conducted by Co-Motion Consult staff members, interns, volunteers and external consultants. When collecting and processing your data we comply with the EU General Data Protection Regulation (GDPR), laws and regulations used to implement the GDPR and other privacy laws and regulations that are currently applicable.

We use the following sites, platforms and applications to be in contact with you:

Co-Motion Consult website: [www.co-motionconsult.nl](http://www.co-motionconsult.nl)

Brilliant Entrepreneur website: [www.brilliantentrepreneur.net](http://www.brilliantentrepreneur.net)

Talentmails, through ITC platform [Autorespond](#)

Brilliant Entrepreneur Digital training modules through ICT platform [Learning Stone](#)

### **Our website**

The website keeps track of general visitors' data. For this purpose, the IP address of your computer, the time of visit and the data that is sent along by the browser used by the visitor, can be registered and used for statistical analyses of the visit and click behaviour on the website. It is also used to optimise the functioning of the website. We anonymise these data as much as possible.

### **Our target groups**

Below we will explain for the different groups we work with how we collect and process their data. We distinguish three main groups: Clients, customers and subscribers to the Talentmail and Brilliant Entrepreneur newsletter. Clients are those organisations that finance the programmes we offer. Customers are the persons who actually benefit from our programme, i.e. staff members/employees, entrepreneurs and leaders.

### **Customers**

We collect and process contact, business and personal information from the people we train and guide.

In the case of the entrepreneurs and leaders, part of this information we share publicly by publishing profiles on our Brilliant Entrepreneur website. The purpose of sharing this information is enlarging the network of entrepreneurs and leaders, in order to create profit and benefit for their companies and organisations. We always

have the profiles checked by the person whom it concerns before we put the profile online and we only put profiles online after permission.

We share stories about our customers in online blogs and our newsletter. We only do this in consent with and after permission from the person whom it concerns.

Part of the information is also shared with the client, since we have the obligation to report on the work we do and the results we achieve. The information we share is also published in the profiles, or it concerns aggregated and/or anonymised data.

Except for the above the information about our customers will not be shared with third parties, unless the customers have given their explicit permission.

### ***Clients***

The data we collect and process from our clients is solely used for office and financial administration purposes. Their data will not be shared with third parties.

### ***Hiring people***

If necessary we hire people on a freelance basis. The data we collect and process from them is used for office and financial administration purposes. Their data will not be shared with third parties.

### ***Talentmail and Brilliant Entrepreneur newsletter subscribers***

We collect and process the name and email address of Talentmail and Brilliant Entrepreneur newsletter subscribers as they have provided to us. We store this information as long as they are subscribed to our Talentmail or Brilliant Entrepreneur newsletter. In every Talentmail and Brilliant Entrepreneur Newsletter there is link for direct unsubscription. The database of subscribers will not be shared with third parties. For sending the Talentmail we newsletter we use the Autorespond application. For sending the Brilliant Entrepreneur newsletter we use mailchimp.

### **Right of access and updating your data**

If you want to know which data we have collected from you in our database, if you want to change or delete your data, or have a complaint about the way we collect and process your data you can inform us by sending an email to [yvette@co-motionconsult.nl](mailto:yvette@co-motionconsult.nl) to which we will respond within three weeks.

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