

## **PRIVACY STATEMENT**

Authentic Talent BV, located at Klaverstraat 11, 2800 Mechelen Belgium, is responsible for the processing of personal data as shown in this privacy statement.

Contact information:  
[www.authentic talent.be](http://www.authentic talent.be)  
Klaverstraat 11  
2800 Mechelen  
Belgium  
+32479792894

Martine Van Campenhout is the Data Protection Officer of Authentic Talent BV. She can be reached through [martine@authentic talent.be](mailto:martine@authentic talent.be)

### **Personal data we process**

Authentic Talent BV processes your personal data by using our services and/or because you provide it to us yourself. Below is an overview of the personal data we process:

- First and last names
- Gender
- Address details
- Phone number
- Email address
- Location and company
- Details about your activities on our website
- Bank account number

### **Special and/or sensitive personal data that we process**

Our website and/or service has no intention of collecting data on website visitors under the age of 16. Unless they have parental or guardian consent. However, we cannot check whether a visitor is over 16. We therefore advise parents to be involved in their children's online activities in order to prevent data on children being collected without parental consent. If you are convinced that without that consent we have collected personal information about a minor, please contact us through [martine@authentic talent.be](mailto:martine@authentic talent.be), we will delete this information.

### **For what purpose and on the basis of what basis we process personal data**

Authentic Talent BV processes your personal data for the following purposes:

- Handling your payment
- As part of the official certification program by the International Coaching Federation, which requires to log the coaching hours and therefore need to provide your name and email address.
- Sending our newsletter and/or advertising leaflet
- to be able to call or email you if necessary to carry out our service
- To deliver goods and services to you
- Authentic Talent BV also processes personal data if we are legally obliged to do so, such as data we need for our tax return.

### **Automated decision-making**

Authentic Talent BV does not make decisions on matters that can have (significant) consequences for individuals on the basis of automated processing. These are decisions taken by computer programs or systems, without a human being (e.g. an employee of Authentic Talent BV) in between. Authentic Talent BV does not use computer programs or systems for this

### **How long we keep personal data**

Authentic Talent BV does not store your personal data for longer than strictly necessary to achieve the goals for which your data is collected. We apply the following retention periods for the following (categories) of personal data: name, address, email, telephone number: 5 years. Reason: re-contacting the clients with a view to deliver further services or follow-up.

### **Sharing personal data with third parties**

Authentic Talent BV does not sell your data to third parties and provides it only if this is necessary for the implementation of our agreement with you or to comply with a legal obligation. With companies processing your data in our assignment, we conclude a processor agreement to ensure the same level of security and confidentiality of your data. Authentic Talent BV remains responsible for these processing.

### **Cookies, or similar techniques, which we use**

Authentic Talent BV does not use cookies or similar techniques.

### **View, customize, or delete data**

You have the right to see, correct or delete your personal data. In addition, you have the right to withdraw your possible consent for data processing or object to the processing of your personal data by Authentic Talent BV and you have the right to data transferability. This means that you can submit a request to us to send the personal data we have from you in a computer file to you or another organisation you mentioned. You may send a request for access, correction, deletion, data transfer of your personal data or request for withdrawal of your consent or objection to the processing of your personal data to [martine@authentictalent.be](mailto:martine@authentictalent.be). To ensure that the request for inspection has been made by you, we ask you to send a copy of your ID with the request. In this copy, take your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and Social security number black. This to protect your privacy. We will respond as soon as possible, but within four weeks, at your request. Authentic Talent BV would also like to point out that you have the opportunity to file a complaint with the Data Protection Authority: <https://www.gegevensbeschermingsautoriteit.be/>

### **How we protect personal data**

Authentic Talent BV takes the protection of your data seriously and takes appropriate measures to prevent abuse, loss, unauthorized access, unwanted disclosure and unauthorized change. If you have the impression that your data is not properly secured or there are indications of abuse, please contact us through [martine@authentictalent.be](mailto:martine@authentictalent.be)