

# Privacy policy

Women on Wings, having its office at Woudenbergseweg 41 in Austerlitz, is responsible for the processing of personal data as shown in this privacy policy.

Contact details:
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The Netherlands
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info@womenonwings.com
www.womenonwings.com

#### Personal data that we process:

Women on Wings processes your personal data because you provide those yourself. Women on Wings does not purchase files with personal data and does not engage in marketing for commercial purposes.

### Below is an overview of the personal data we process:

- First and last name
- Gender
- Birthplace
- Address
- Phone number
- E-mail id
- Bank account number

## We do not process special and / or sensitive personal data.

Women on Wings does not intend to collect data about website visitors below the age of 16. Unless they have permission from parents or guardians. However, we cannot check if a visitor is older than 16. We encourage parents to be involved in the online activities of their children, in order to prevent data about children being collected without parental consent. If you are convinced that we have collected personal information about a minor without this permission, please contact us at info@womenonwings.com and we will delete this information.

#### For what purpose and on what basis we process personal data

Women on Wings processes your personal data for the following purposes:

- Sending our newsletter
- To call or e-mail you to be able to carry out our services and to be able to make appointments to discuss this
- To invite you to Women on Wings meetings
- To inform you about changes to our services
- To deliver post / postcards to you
- To handle your payment via authorization form, invoice or reimbursement sheet issued by you
- Women on Wings also processes personal data if we are legally obliged to do so, such as information we need for our tax return

#### **Automated decision-making**

Women on Wings does not make decisions based on automated processing on matters that can have (significant) consequences for people. These are decisions that are taken by computer programs or systems, without a person (for example an employee of Women on Wings) involved. Women on Wings does not use these types of programs. Women on Wings uses the following computer programs or systems:

- Mailchimp
- Sharefile
- Highrise



- Outlook
- Excel
- Become
- Afas
- Rabobank online banking

#### How long we store personal data

Women on Wings does not store your personal data longer than is strictly necessary to realize the goals for which your data is collected. In principle we do not delete personal data / files, unless this is explicitly requested by you.

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

Women on Wings will only provide your personal data to third parties if this is necessary for the execution of our agreement or to comply with a financial or legal obligation.

### Cookies, or similar techniques, that we use

Women on Wings uses only technical and functional cookies. And analytical cookies that do not infringe your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and remembers, for example, your preferences. We can also optimize our website with this. You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser.

#### View, modify or delete data

You have the right to view, correct or delete your personal data. You also have the right to withdraw your consent to data processing or to object to the processing of your personal data by Women on Wings and you have the right to data portability. This means that you can submit a request to us to send the personal information we hold to you or another organization mentioned by you in a computer file.

You can 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 info@womenonwings.com.

To make sure that the request for access has been made by you, we ask you to send a copy of your proof of identity along with the request. Make your passport photo, MRZ (machine readable zone, the strip with numbers at the bottom of the passport), passport number and citizen service number (BSN) black in this copy. This is to protect your privacy. We will respond to your request as soon as possible.

Women on Wings also wants to point out that you have the opportunity to file a complaint with the national supervisory authority, the Dutch Data Protection Authority. This can be done via the following link: https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons

#### How we protect personal data

Women on Wings takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not secure or there are indications of abuse, please contact info@womenonwings.com.

Austerlitz, May 2018