

Privacy statement¹ Hester Ligtvoet

With this privacy statement I want to inform you that I attach great importance to the protection of your personal data. This means that I handle your personal details with care and ensure that unauthorized persons do not have access to your details.

I personally process your personal data in the context of my services as a spiritual life coach, pianist and yoga teacher. I am the only one who has access to your data. My contact details are: Hester Ligtvoet, located at Hunzestraat 33 in 1079 VS Amsterdam, telephone 00.31.6.44768762, Email address info@hesterligtvoet.com, Chamber of Commerce registration number 34336977.

Basis for processing personal data

I only process personal data that you provide to me and if, after reading this privacy statement, you have agreed to this in writing, digitally or orally. Where necessary, I make notes of special and / or sensitive data that are necessary to support you within an assignment granted to me².

I use the information you provide to maintain contact with you (for example, to make an appointment or to consult), to be able to offer good and efficient services, to invoice hours worked or to send my newsletter. This concerns:

1. Contact details such as name, address, place of residence, gender, date of birth, e-mail address and telephone numbers.
2. Employment type.
3. Special and/or sensitive data that is required for the support you have requested.
4. Hours worked.

Your data is not shared with third parties except

The personal data you provide will not be shared with third parties without your permission, unless I have to comply with a legal obligation. Unauthorized persons do not have access to your data.

Your data will not be kept longer than necessary

I will not keep your data for longer than is legally required or permitted. How long I keep your data also depends on the nature of the data and the purposes for which it is processed.

I keep sensitive information no longer than strictly necessary for providing the agreed support. If you have agreed to receive my newsletter, you can unsubscribe at any time at the bottom of each newsletter or change your contact details for the newsletter.

Your data is secured

Your personal data is protected against loss or unauthorized access. I have taken appropriate security measures for this.

Your rights

Your data will remain yours. You can send a request for inspection, adjustment or removal to info@hesterligtvoet.com.

You can also ask me to transfer your personal data to someone else.

Complaint treatment

If you have a complaint about the processing of your personal data, I request that you contact me as soon as possible. You can expect an initial response from me within 48 hours. I take your complaint seriously and will treat it confidentially. I am very interested in finding a solution in mutual consultation. If the mutual consultation does not lead to a result that you are satisfied with, you have the right to submit your complaint to the Dutch Data Protection Authority. You can contact the Dutch Data Protection Authority via this [link](#).

¹ This privacy statement complies with the principles of the General Data Protection Regulation (AVG) and was drawn up on 16th May 2019.

² Special personal data are, for example, data about your well-being or health.