

# *IncompanyLanguages*

## **Privacy statement**

### **Introduction**

When you cooperate with IncompanyLanguages, it is important you can be certain that we handle your personal details with the highest care.

Confidentiality is a core value of IncompanyLanguages.

### **Which data do we use and with what purpose?**

1. To be able to contact you, we use your email address and/or phone number.
2. To be able to send you your requested quotations, the invoices for your booked courses and the course material, we use your (company) name and address.
3. To be able to design your requested course adequately, we use the information you have given us about the language level and language goals of the course participants.

These details are being processed by IncompanyLanguages in accordance with the GDPR (General Data Protection Regulation). This means that we only use your details to be able to give you the service you requested. Personal information shall never be given to a third party.

### **General security**

IncompanyLanguages has an online SSL certificate and can only be reached through a secure connection. When you fill out a question form or a quotation request on the website, the information is transferred encrypted and cannot be read by third parties.

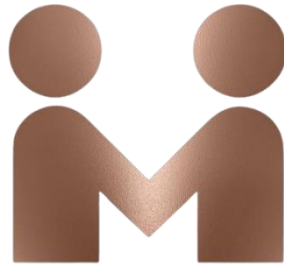
IncompanyLanguages keeps her administration externally and does not make use of online administrative software programs. This way both your and our data stays secure.

The IncompanyLanguages administration with information about clients and language trainers can only be accessed by the management.

### **Confidentiality towards clients**

IncompanyLanguages does not keep lists with client details. If we are in the possession of lists with contact details of course participants, they have been given voluntarily. Such files are kept externally and are being deleted after a period of 5 years after completion of the course or earlier on request.

Personal details you sent in your emails remain, without request for removal, in the email inbox of IncompanyLanguages. You can submit a request for removal of your emails at all times.



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Quotations and invoices that contain your (company) details, are being kept externally and are not on the server of IncompanyLanguages. These files are kept for 5 years or can be deleted earlier on request.

At the start of a new course the contact details and language level information of the course participants are given to the language trainer that will be training the participants. The language trainer uses this information to design the lessons adequately and to be able to contact the participants.

Language trainers have no access to details of other clients or other course participants of IncompanyLanguages.

### **Confidentiality towards language trainers**

Trainer agreements and other trainer documents are being kept externally and are not on the server of IncompanyLanguages. These documents are removed 5 years after termination of cooperation or earlier on request of the trainer concerned.

### **Cookie statement**

A cookie is data sent from a website and stored on your computer on the moment you visit the website. There are functional, analytical and tracking cookies. IncompanyLanguages uses functional and analytical cookies. Functional cookies have the purpose of giving users a better website experience. Analytical cookies measure website visits, such as the number of visitors and which pages are visited most. With this information we can improve the website experience for visitors. You can decide whether you consent to the use of cookies via the cookie notice on the website.

### **Information provision privacy statement**

At the start of the course, the client, the course participants and the language trainer get a written (electronic) course confirmation including a link to the conditions applicable to the language course, including this privacy statement.

### **Affiliate links**

The website contains pages with affiliate links. That means that if you are redirected to an external website where you purchase a product, a commission is received by IncompanyLanguages. All learning materials on this website are materials that we know and recommend for your study.