

# Data Protection

I have always been strongly committed to protecting your personal data. In accordance with the General Data Protection Regulation (GDPR), I have updated my privacy policy to make it easier for you to find out how I use and protect your data, and also for you to manage the information I hold about you.

## WHAT IS CONSIDERED PERSONAL DATA?

Personal data is any information that can be used to find out your identity. This includes such information as your name, address, telephone number or financial details.

## WHAT INFORMATION DO I KEEP AND FOR WHAT PURPOSE?

When I first enter into a business relationship with you with a view to an individual or a group assignment, I require you to let me have your name, address, telephone number and email address. You can optionally also provide any other details if you wish to do so. During the course of our work together, I take some notes. I keep a record of your personal data for the purpose of carrying out the mission and for 10 years afterwards after which it will be securely destroyed.

## WHO HAS ACCESS TO YOUR DATA?

Your data remains confidential and I do not share the information you provide. Only the information in relation to establishing the contract, your presence in the meetings and your evaluation of the services may be shared with the Human Resource Department of your Organisation.

## SERVICE PROVIDERS

I may employ third party companies and individuals to facilitate our service, to provide a service on my behalf or to perform a service related to you. Third parties who receive data as data processing contractors are also subject to data protection regulations and contractual confidentiality obligations. I may be obliged to provide data to courts, public authorities, or other state bodies. I will never sell your data to third parties.

## LINKS TO OTHER WEBSITES

My website may contain links to other websites. I have no influence on compliance with data protection laws by the operators of these sites.

## **WITHDRAWING CONSENT FOR THE STORAGE OF DATA**

You can withdraw your consent for the storage of your personal data at any time. The data will then be deleted immediately provided that it is not prescribed by law or needed for billing or accounting purposes or as soon as these purposes are fulfilled.

If you have further questions on this privacy policy, data protection, would like to see what data I hold on you, or wish to have your data removed, please contact me at [contact@nadine-hemmer.eu](mailto:contact@nadine-hemmer.eu)

## **MAKING A COMPLAINT**

I hope that you will never have a reason to complain about my services or about any data I store about you. If you do have concerns please contact me at [contact@nadine-hemmer.eu](mailto:contact@nadine-hemmer.eu) so that I can work with you to put things right. You have the right to make a complaint to the supervisory authority, the National Centre of Data Protection at <https://cnpd.public.lu>.