



## Our Privacy Policy

*(last modified on December 12, 2023)*

With our privacy policy, we inform you about how we handle personal data. NIMO respects your privacy, and we adhere to the rules set by the General Data Protection Regulation (GDPR).

### *Definitions and Application*

Our privacy policy apply whenever you use our services.

- We define 'personal data' as information that can be traced back to a natural person.

We process this data and collect new information for the qualitative delivery of training, education, guidance, or coaching, both in open programs and in-company programs.

## I. Privacy Policy

### II. PROCESSED DATA

NIMO processes personal data received from the client, including data obtained from a contact request, brochure request, or newsletter subscription. We also collect and process your data when you sign up for a training, education, guidance, or coaching.

The following personal data is collected:

- Full name
- Address(es) and other contact details
- Information related to the training, education, guidance, or coaching you have registered for, including payment details
- Your feedback/reference
- Other information you provide to us

Additionally, NIMO collects and processes personal data related to your participation, such as attendance, any (intermediate) results, evaluations, and whether you have successfully completed the training, education, guidance, or coaching.

## 1.2. PURPOSE OF DATA PROCESSING

NIMO processes your personal data for the following purposes:

- Registration and Administrative Handling: To register and administratively handle your participation in the training, education, guidance, or coaching you have chosen.
- Delivery of Services: To provide the training, education, guidance, or coaching you have selected.
- Analysis: To conduct analyses for the improvement of our services.
- Communication: To send you our newsletter or brochure, provide requested information, respond to your inquiries, and comply with applicable laws and regulations.

The personal data used for analyses are anonymized by us and are no longer traceable to you. Your personal data is accessible within NIMO to coordinate planning and execution. If agreed upon with the client, NIMO may provide information about your presence to the client. Additionally, we may share your personal data with our accreditation organizations.

NIMO does not disclose your data to other third parties unless you have given prior consent to NIMO or unless NIMO is legally obligated to do so.

## 1.3. COOKIES

Our website uses cookies. Cookies are small text files that are automatically placed on your computer by the internet browser. Using a session cookie, we can track, among other things, which web pages you view and which options you use. We use this data, among other things, to make our website more user-friendly. Session cookies are automatically deleted when you close your internet browser. You can set your internet browser to notify you when a cookie is placed. You can also block the placement of cookies entirely. However, this may mean that you cannot use all parts of our website.

## 1.4. SECURITY AND RETENTION PERIOD

Your personal data is secured against misuse and access by unauthorized persons through current standard techniques. NIMO retains your personal data for as long as necessary for the purposes indicated above or as long as the law prescribes. NIMO may keep the personal data for a longer period if there are circumstances that give rise to it.

## 1.5. ACCESS, CORRECTION, AND DELETION

You have the right to access, correct, or delete your personal data. Additionally, you can send a specific request to NIMO by emailing [learning@nimo.nl](mailto:learning@nimo.nl), stating your name and address. NIMO will respond within four weeks to a request for access or correction. In the case of a deletion request, NIMO will respond as soon as possible by deleting the relevant personal data, unless and to the extent that the law requires the retention of the relevant personal data or there are (other) compelling reasons that prevent deletion.

## 1.6. CAREFULNESS

We handle your personal data with care. Transparency and clarity are important to us. We use personal data to provide our services and maintain a good relationship with you. We also use personal data to optimize and innovate our services and to inform you about them. This way, you can grow in the field of project management at NIMO.