

Privacy Statement

Dutch School for Classical Shiatsu

The Dutch School for Classical Shiatsu (NSKS - Nederlandse School voor Klassieke Shiatsu), located at Stuyvesantstraat 24, 2593 GM, The Hague, The Netherlands, is responsible for processing personal information as displayed in this privacy statement.

CONTACT INFORMATION

Alan Nash is the Official Data Protection of the NSKS. Contact him using: klassieke@shiatsu.nl | www.shiatsu.nl | Stuyvesantstraat 24, 2593 GM The Hague, the Netherlands | +31 (0)70 383 1500.

PERSONAL INFORMATION PROCESSED BY THE NSKS

The NSKS processes personal information in case the person utilizes on of the services provided by the NSKS and/or the person has provided such information. Below is a summary of the type of personal information that the NSKS processes:

- First and last name
- Date of birth
- Address data
- Phone number
- Email address
- Bank account data
- Prior education

SPECIAL AND/OR SENSITIVE PERSONAL DATA PROCESSED BY THE NSKS

The website and/or services of the NSKS has no intention of collecting data about website users that are younger than sixteen years of age, unless permission is provided by parents or custodians. However, the NSKS cannot check whether a person is indeed sixteen years of age or older. The NSKS recommends parents and/or custodians to be aware of the online activities of their children in order to prevent collection of data on their children without there being parental consent. If you are convinced that the NSKS has collected information on underage children without parental consent, please contact the NSKS on this issue: klassieke@shiatsu.nl. The NSKS will remove this information as soon as possible.

WITH WHAT PURPOSE AND ON WHAT BASIS DOES THE NSKS PROCESS PERSONAL INFORMATION

The NSKS processes personal data for the following purpose:

- Dealing with your payment
- Digital notifications on changing data and class schedules for courses, workshops, private lessons and the Shiatsu therapist training
- Digital notification on information about new opportunities and offerings by the NSKS for courses, workshops, private lessons and the Shiatsu therapist training
- Postal notifications on class schedules and class content
- Send obtained diplomas, certificates of participation, invoices, and proof of payment
- Phone and/or email you when necessary for the NSKS to offer our services as well as possible to you
- To inform you on changes of any of our services
- The NSKS records online surfing behaviour anonymously, in order to optimize our online products and services to your needs
- The NSKS processes personal data when the NSKS is obligated to do so by law such as prescribed for correct bookkeeping and accounting, such as data that is needed for tax returns and bookkeeping.

AUTOMATED DECISIONMAKING

The NSKS does make any decisions on an automated basis on any affairs that (considerably) affect any person. Automation in this sense regards any decisions made by computer programs and/or systems without any inference of a live person (such as an employee of the NSKS). The NSKS uses the following computer programs and systems:

WordPress installation, hosting service KeurigOnline (<https://keurigonline.nl>) for the purpose of building, maintaining, and hosting the website. The NSKS has a processing contract with the webmaster.

HOW LONG DOES THE NSKS SAVE THE AFORMENTIONED DATA

The NSKS saves the personal data no longer than strictly necessary to realise the purpose for which the data has been collected. As long as the person is an active client, student, teacher, or involved in another way, the personal data will be kept. When the person is no longer an active client, student, teacher, or involved in another way, the NSKS handles the storage period of no longer than twenty years for the following personal data:

Personal data

(First name, last name, address data, date of birth, prior education, phone number, email address)

The reason for this is that our students even after finishing a course, workshop, private lesson and/or the Shiatsu Therapist training, want to be informed on the new

offerings and techniques made available by the NSKS to keep their own services up to date or for personal development.

The NSKS saves personal data for no longer than twenty years. Experience teaches us that clients, students, teachers and people involved in other ways return to the NSKS after several years to continue their path with the NSKS. To service them as good as possible the NSKS saves data of such to accommodate this process.

Payment details

(Bank account number)

Besides the reasons provided under 'Personal data' experience teaches us furthermore that clients, students, teachers, and people otherwise involved ask for payment data even years after these have been (or have been neglected to be) paid. Clients, students, teachers, or anyone otherwise involved that won't be participating in any of the courses, workshops, private lessons and the Shiatsu therapist training by the NSKS can report this by sending an email to klassieke@shiatsu.nl. All personal information will be deleted within four weeks.

SHARING OF PERSONAL INFORMATION WITH THIRD PARTIES

The NSKS does not share any information with third parties other than what is absolutely necessary for execution of our agreement with you or to comply with legal requirements.

COOKIES, OR COMPARABLE TECHNIQUES USED BY NSKS

What is a cookie?

The NSKS website uses cookies. A cookie is a small and simple file that is sent with every page of the website (and/or Flash-applications) and is stored on the hard drive of the user by the browser used. The stored information can be used with a subsequent visit to the NSKS servers to optimize usability.

The use of permanent cookies

Using permanent cookies, the NSKS website can recognize the user when revisiting the site. The site in this way is able to remember specific personal preferences. Agreement for the use of cookies by the user allows the site to remember these preferences. By using this technique, the user does not have to repeat certain actions, thus saving time and making the visit to the website that more enjoyable. The user can always remove these permanent cookies by using the settings options of the browser used.

The use of session cookies

Using session cookies, the website can monitor which parts of the website are viewed by the user. The website can thusly optimize for usability and surfing behaviour of the website. These cookies are automatically removed as soon as the user closes the web browser.

Social media buttons

The website uses buttons to promote webpages ('like') or to share ('tweet') on social networks such as Facebook, Twitter, Google+ and LinkedIn. These buttons use a piece of code provided by these social media platforms. These codes place cookies automatically. The NSKS has no influence on how these cookies exactly work. Please read the privacy statements of Facebook, Twitter, Google+, and LinkedIn (which are altered on a regular basis) to read in specifics what happens with your (personal) information by these cookies. The information that these cookies collect are stored as anonymous as possible. The information sent to Facebook, Twitter, Google+, and LinkedIn are stored on servers in the United States. Facebook, Twitter, Google+, and LinkedIn are held accountable according to the rules and regulations given by the Privacy Shield program of the American Ministry of Trade. This implicates an appropriate level of protection for the processing of any personal information.

Right of inspection and correction or removal of user data

At any time, the user has the right to inspect and correct or remove their personal data stored by the NSKS. For more information check out the [contact page](#). In order to prevent misuse, the NSKS can ask the user for adequate identification when requesting anything regarding personal information. When the request for inspection of personal information linked to a cookie, the user is asked to provide a copy of the cookie in question. This can be found in the settings menu of the browser used by the user.

Switching the cookies on or off and the removal thereof

More information regarding activating or deactivating or removal of cookies can be found in the instructions and/or using the Help-function of the browser used by the user.

Extra info

The following websites provide more information on cookies:

Your Online Choices: "A guide to online behavioural advertising"

ICTRecht: Achtergrond Cookiewet

Consumentenbond: "Wat zijn cookies?"

Consumentenbond: "Waarvoor dienen cookies?"

Consumentenbond: "Cookies verwijderen"

Consumentenbond: "Cookies uitschakelen"

INSPECTION, CORRECTION OR REMOVAL OF DATA

The user holds the right to inspect, correct or remove personal data kept by the NSKS at any time. Furthermore, the user holds the right to revoke permission for or object to the collecting, storing and/or processing of personal data and holds the right for data portability. This means that the user can submit a request, asking the NSKS to transfer the personal data stored by the NSKS to a computer file to be sent to the user or another party requested by the user. The user can submit a request for inspection, correction, deletion, or portability, or revocation of or objection to the personal data collection by sending an email to klassieke@shiatsu.nl.

To make sure that the submitted request originates from the person that holds the right to the personal data in question, the NSKS requests the submission to be accompanied by a copy of an official document of identification. This copy should include the photo, MRZ (machine readable zone, the strip with numbers on the bottom of the passport/identification document), passport/identification document number, and the Social Security Number. This is for the protection of the privacy of the user. The NSKS responds to the request as soon as possible, with a maximum of four weeks. The NSKS points out that the user has the right to file a formal complaint at any time with the Nationale toezichthouder, the Autoriteit Persoonsgegevens. For this, follow this link: <https://www.autoriteitpersoonsgegevens.nl/nl/zelf-doen/privacyrechten/klacht-indienen-bij-de-ap>.

HOW THE NSKS SECURES PERSONAL DATA

The NSKS takes the security of your data seriously and takes the precautionary measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized corrections.

The NSKS uses:

- Security software on each device that has access to the storage of personal data (AVG, Windows Defender Firewall).
 - TLS (formerly SSL) for the website. The NSKS handles user data using a secured internet connection. This is apparent in the address bar in the browser ‘https’ and the padlock symbol.
 - The NSKS purchases services from Jotform for the registration forms. This service uses storage techniques compliant with the TLS certified European standard.
- If in any case you have the impression that the NSKS does not handle personal data in a secured manner or there is any indication of misuse of this data, please contact the NSKS office by mail (klassieke@shiatsu.nl) or phone (+31 70 383 1500).