

## UXACADEMY

The specialist in UX courses, training and education

### Privacy statement UX Academy

In this privacy statement you can read everything about the way in which your personal data is collected and how it is handled. This explains where your data is stored and for what purposes your data is stored. In addition, you will also find all your rights with regard to your data and how you can use those rights.

The privacy statement will sometimes be changed by, for example, legislative changes. It is therefore advisable to consult the statement periodically.

Anne Vroegop - director of the UX Academy, May 2020

### UX Academy

You are currently reading the privacy statement of the UX Academy. UX Academy is the trainer in the field of User interfaces and experience. Together with our professional trainers, we provide training to companies and individuals, followed by a recognized certificate.

In some situations, your data is collected by the UX Academy. It is therefore good that you know what is being done with this and how you can indicate your wishes regarding your data. That is what this statement is about.

If you are not comfortable with the use of your data by UX Academy. Please do not hesitate to contact us.

Telephone 020 - 893 43 11 | [info@uxacademy.nl](mailto:info@uxacademy.nl) | [www.uxacademy.nl](http://www.uxacademy.nl)

Personal data is collected by the UX Academy for a number of purposes. These are explained below;

#### 1.1 Sending newsletters

UX Academy sends newsletters via e-mail. These newsletters are on the one hand commercial and on the other hand aimed at knowledge sharing. Your first name and e-mail address are collected using the appropriate form on the UX Academy website. You can also be asked verbally or textually to register.

#### 1.2 Contact us

Your data will be collected when you contact the UX Academy via the website, email or telephone. This form only asks for the necessary information to be able to offer a proposal or a service, such as your name, company name, email address, telephone number and interest in training at the UX Academy.

#### 1.3 Analytics

The UX Academy website collects your data to improve the website. This is done with Google Analytics.

These data are anonymous and are therefore not bound to your personal data. Think of information such as the duration of your website visit or the pages you visit a lot. For more information, see [www.google.com/analytics/](http://www.google.com/analytics/)

#### 1.4 Confidentiality

The UX Academy has information about the customer in order to be able to carry out the assignments. The confidentiality obligation of Section 74 of the Suwi Act applies to us and must therefore be observed by us. The duty of confidentiality applies not only to employees who are employed by the company, but also to all employees who are involved in the execution of the assignment (including employees who are hired by the company). In addition, the processing of personal data by the company is subject to the Personal Data Protection Act (Wbp). We must

strictly observe the provisions of this law. The data relating to the customers are processed with due observance of the confidentiality provision of Article 74 of the Suwi Act and with due observance of the Wbp.

The data relating to the customers are only processed insofar as this is necessary for the execution of the Access Agreement concluded by the company with UWV and the further agreements resulting from this. The company ensures that everyone who is involved in the execution of the assignment by the company,

complies with the aforementioned aspects regarding privacy. To this end, UX Academy will provide a confidentiality statement signed and dated by each employee involved in the execution of the assignment. UX Academy ensures appropriate technical and organizational measures to protect the personal data of customers against destruction, whether accidental or unlawful, against accidental loss, forgery, unauthorized distribution or access, or against any other form of illegal processing.

The UX Academy complies with the notification obligation of Chapter 4 of the Wbp and informs the customer of the notifications to the Personal Data Protection Board as well as of the way in which he can take cognizance of this.

## 2. Recipients

The data received and processed by the UX Academy is managed by:

### 2.1 MailChimp

The newsletters are sent via MailChimp. When you sign up for the newsletter, your email address and first name are automatically saved in the appropriate list within MailChimp.

### 2.2 Hosting party

We take mail server rooms, domain names and e-mail services from D-hosting. D-hosting does not use your data for its own purposes. However, this party can collect metadata about the use

of the services. They have taken appropriate technical and organizational measures to prevent loss and unauthorized use of your personal data to prevent.

### 2.3 WIX

The UX Academy website is built in the WIX system. This is an open source platform where the UX Academy has an account and has its website hosted. Data that you leave on the UX Academy website (including in the registration form developed by a third party called Powr) is stored on the WIX servers and they use

your data not for your own purposes. However, this party can collect metadata about the use of the services.

These are not personal data. WIX has taken appropriate technical and organizational measures to prevent loss and unauthorized use of your personal data. WIX is obliged to observe secrecy on the basis of the agreement.

### 2.4 Excel

To keep track of and schedule our training, an Excel sheet is kept on which the registrations are classified. This Excel sheet contains your first and last name, telephone number, email address and company name. This Excel sheet is for your own use and can only be used internally within the UX Academy. The Excel sheet is in Google docs / drive and is backed up every minute on our Google drive server.

### 2.4 Moneybird

We use the services of Moneybird for our administration and accounting. We share with them your first and last name, address and residence details and details regarding your booking. This data is used for administering sales invoices. Your personal data is sent and stored protected.

Moneybird is obliged to observe secrecy and will treat your data confidentially. Moneybird does not use your personal data for purposes other than described above.

### 3. Storage period

Your data is stored for a longer period of time by the UX Academy, but never longer than is necessary for carrying out activities, unless we are legally required to store your data longer, for example to catch up with a training or training day. The UX Academy will delete the data, data and / or results that can be traced back to the customer no later than two years after the end of the service to the customer.

#### 3.1 Sending newsletters

Your email address, first and last name are stored in MailChimp. The storage of your data is indefinite. You can unsubscribe whenever you want via the link at the bottom of the newsletters or by sending an email to [info@uxacademy.nl](mailto:info@uxacademy.nl)

#### 3.2 Contact us

When you contact the UX Academy by mail, this information you send, such as your name, company name, and e-mail address, will be stored on the mail server. These emails are stored for a maximum of two years.

### 4. Security

No physical copies are made of your personal data. Your data is only managed in the aforementioned digital systems and software.

The personal data managed by the UX Academy or by the aforementioned third parties is only accessible via the above software and is password protected and where possible with two-step verification.

The devices that open your data are each also locked with a password and / or fingerprint. The number of devices that have access to your data is limited to only the necessary devices from people who work for the UX Academy.

Your visit to our website is secured by an SSL certificate. This means that your connection to the UX Academy website is private. You can recognize this security by the green lock in front of the url.

In addition, the domain of the UX Academy is signed with DNSSEC. This is an extra tool that makes the "signage" of the website safer and more reliable.

## 5. Cookies

UX Academy uses small text files called "cookies". These are installed on your hard drive, so that you can visit our website in a good way. Most websites you visit use cookies. If you do not want cookies to be placed on your hard drive, most browsers offer the option to exclude the use of cookies. When you use this, there is the possibility that you cannot use some functionalities in the website properly. You can always delete the cookies from your hard drive after visiting the website.

### 5.1 What are cookies?

Via <https://www.cookiebot.com> we have our site tested on which type of cookies we place.

Session cookies: these cookies are placed on the computer's hard drive when you visit the website.

When you leave the website, the cookies are deleted again.

Persistent cookies; these cookies are placed on the computer's hard drive during your visit to the website. When you leave the website, the cookies remain here.

Performance cookies; these cookies collect information about your use of the website. Such as the pages you have visited and any error messages. They do not collect personally identifiable information, all collected information from users is aggregated here and is anonymous. This cookie is used to improve the website.

Functionality cookie; this handy cookie remembers the choices you have made on a website when you return to the site. For example, for commenting on the website or for entering name and address details.

#### 6.1 Right of inspection

You have the right to request at any time your data that is recorded and stored at UX Academy. You can do this by sending an email or contacting UX Academy by telephone. You will then receive an overview of your data.

#### 6.2 Right to rectification

Is your information not correct? Or has your data changed? You have the right to have this rectified by the

UX Academy. You can change your information about the newsletter via the appropriate url at the bottom of each email.

#### 6.3 Right to erase data

Do you no longer want your data to be recorded at the UX Academy? Then you have the right to have your data deleted.

#### 6.4 Right to file a complaint

You have the right to file a complaint with the Dutch Data Protection Authority if you think that the UX Academy is not handling your data correctly.

#### 6.5 Right to stop data use (objection)

Do you not want the UX Academy to use your data? Then you have the right to stop using your personal data.

You can make use of these rights via [info@uxacademy.nl](mailto:info@uxacademy.nl) by sending a copy of your ID card, whereby the passport photo, the numbers at the bottom of the passport, ID card number and BSN have been made illegible. The aim is to respond within a week.

### 7. Duties

UX Academy processes personal data on the basis of a legitimate interest, namely a commercial interest. This includes offering services or products from UX Academy via e-mail. Your data will never be sold to third parties.

The information that is required to provide is the minimum information required to offer our services or products. For example, your email address is required to send your training data and the newsletter. If this mandatory information is not provided, UX Academy cannot offer the relevant service.

If it is necessary to share data that you have shared with UX Academy with others than the above-mentioned parties (for example, to offer a service), you will first be asked for permission.

UX Academy reserves the right to disclose the data when required by law or when UX Academy deems it justified to comply with a legal request / process or to protect the rights, property or safety of

Protect UX Academy. We always try to respect your right to privacy as much as possible.

Do you have any questions? Please contact us via the contact details below.

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