



Kwintessence

Privacy Statement

Kwintessence provides support to researchers, support staff, policy makers and other staff of universities, and to other organisations who wish to participate in European subsidy programmes for Research & Development. For previous, current and future clients, Kwintessence may need to process personal data.

Kwintessence is located at Ludemaborg 18, 9722 WE, Groningen, the Netherlands. Contact details: Phone: 0031 620986858, e-mail: alie@kwintessence.eu.

This Privacy Statement explains how Kwintessence will treat your personal data and how Kwintessence will respect and protect your privacy in line with the European General Data Protection Regulation (GDPR, 2018) and the Dutch Algemene Verordening Gegevensbescherming (AVG, 2018).

Purpose for data processing and grounds of data processing

Kwintessence receives personal data from you when you contact me by phone or by e-mail, such as your name, your position, work address, e-mail address and/or phone number.

Kwintessence processes (parts of) these data to:

- Prepare and offer a quotation;
- Implement the work agreed (for example to review a proposal or to register you for an e-learning training);
- Prepare an invoice for the work that was implemented;

Kwintessence may only process these data when there are legal grounds to do so. Legal grounds that allow Kwintessence to process your personal data are:

- The data are necessary to propose a quotation or to implement a contract (for example, I need your contact details to communicate with you about your project proposal);
- Kwintessence needs to process your personal data to comply with a legal obligation, such as fiscal requirements for the company.

Occasionally more information is processed, for example your education and career track record, your occupation, family composition and marital status. Kwintessence processes such data to:

- Implement the work agreed upon (for example to advise if and how you can strengthen the presentation of your CV in a proposal or to advise on your eligibility to receive specific payments from the EU).

Kwintessence will ask for your explicit consent to use your personal data for direct marketing purposes, such as informing you about future consultancy and training activities. You may at any time withdraw this consent by sending an e-mail to alie@kwintessence.eu.

Who will see your personal data?

Kwintessence works with a limited number of third parties that have access to the personal data you have provided to Kwintessence. These are companies that provide services to Kwintessence for e-mail hosting and accountancy services. Data processing agreements are in place with these companies, fulfilling the requirements of the Algemene Verordening Gegevensbescherming (AVG).



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When you approach Kwintessence, and Kwintessence does not have the capacity to work with you, Kwintessence may, with your explicit consent, forward your request to a third party.

Kwintessence may be required to provide access to your data to competent authorities such as the Data Protection Authority, the Dutch Tax Authority and other public authorities who have a legal authority to request access to personal data.

Website

The website Kwintessence.eu does not have a contact form from which your personal data could be gathered, nor are cookies being used for tracking. The Kwintessence website does not use software with which IP addresses are detected or registered. IP addresses are kept for 24 hours for technical reasons, but the website host cannot link these to specific persons.

Will your personal data be transferred to third parties outside the EU?

Kwintessence will not transfer your data to third parties outside the EU. For the e-learning courses, your data will be registered on MoodleCloud, on a server that is located within the EU.

Automatic decision making and profiling

Kwintessence does not use your personal data in activities of automatic decision-making and profiling.

How long will we keep your personal data?

Kwintessence will keep your data for the period that is needed to achieve its objectives. Kwintessence will also keep your data for the period that is required on legal, administrative and fiscal law in the Netherlands and in France. When this period is over, your personal data will be erased.

Data protection

Kwintessence will take all measures to minimize the risk of loss, misuse, unauthorized access, publication and change of your personal data. Kwintessence uses protection software (virus scanner and firewall). The number of third parties having access to your data is limited.

Your rights

The GDPR section 3 stipulates your rights when organisations such as Kwintessence process your personal data. These rights include the right of access, the right to rectification, the right to erasure, the right to restrict processing, the right to data portability, the right to object and the right not to be subject to a decision based solely on automated processing.



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Upon your request, Kwintessence gives you the right to obtain a copy of your personal data. You have the right to have inaccurate personal data corrected and incomplete personal data completed. You have the right to have your data erased by Kwintessence if your personal data are no longer necessary in relation to the purpose for which it was collected or processed. You also have the right to restriction of processing, this means that your data may be stored but not further processed without your permission. You may object to the processing of your personal data for specific purposes. You have the right to data portability: the right to receive your personal data that is accessible and machine-readable or to ask Kwintessence to transfer your data to another organization. Kwintessence does not engage in automated processing of personal data.

Questions and complaints

You may at any time contact Kwintessence (alie@kwintessence.eu) if you have any questions or remarks. You also have the right to file a complaint with the Dutch Data Protection Authority (www.autoriteitpersoonsgegevens.nl).