



Teaming Company respects your privacy. Below you will find a summary of our privacy policy for clients and participants. This policy also applies to colleagues with whom we work as main contractor. You will find the full privacy statement after this summary. Note: this is the formal version, so don't be alarmed by the tone and language.

In this summary statement you will successively find: a brief description of Teaming Company, the purpose for which and the type of data we collect, with whom we share this data, and the retention policy for (potential) clients and (potential) participants, including their rights. Finally, you can read how we have secured personal data.

### Short description Teaming Company

Teaming Company is the company name under which we, Marieke Strobbe, Hans Veenman and Teaming Company affiliated professionals, guide individuals, teams and organizations in improving their cooperation. We do this through training, workshops, team and individual coaching and advice. You can find our full contact details at the bottom of this statement. If you do not feel comfortable with the way we use your data, please feel free to contact us at [privacy@teamingcompany.com](mailto:privacy@teamingcompany.com).

### The purpose and type of data

We collect personal data in order to be able to contact you and / or to prepare for a gathering/session in which we will meet, and/or to be able to send or pay invoices. We obtain this data directly from you (via our website, email or telephone) or via your employer (manager, HR). The data we collect are:

- First and last name
- Address details of the organization that employs you
- Telephone number
- E-mail address
- Sometimes also age, year of employment

### Data is shared with

When we execute an assignment with colleagues, we will only share the data obtained for the sake of careful execution. We do not sell your data to third parties, nor does our website <https://www.teamingcompany.com> use cookies or similar techniques.

We irregularly offer participants, customers and relations a newsletter to inform them about facts, examples or insights about teaming, Teaming Company and our activities. We can use your contact details for these newsletters. You can always unsubscribe from those newsletters; we offer a direct option for this in every newsletter. You can also send an email to [geennieuwsbrief@teamingcompany.com](mailto:geennieuwsbrief@teamingcompany.com).

We can only send newsletters and invitations to new relations other than participants, customers and existing relations if we have received prior permission for this. In order to limit newsletters and mail as much as possible, we primarily communicate via social media.



### **Retention policy for (potential) participants**

When you participate in our training courses, workshops and coaching, we only ask you or your employer to provide us with absolutely essential personal data such as your name, telephone number and email address.

Insights Discovery profiles are subject to the Insights Discovery privacy policy.

As a (potential) participant you have the right to information, inspection, rectification, oblivion, data portability and objection (for more information about all these rights, we refer to the website of the Dutch Data Protection Authority). Of course we prefer that you report a possible complaint to us ([privacy@teamingcompany.com](mailto:privacy@teamingcompany.com)), but it is entirely your right to report your complaint directly to the Dutch Data Protection Authority. [Click here to download the sample letter of objection.](#)

### **Data security**

We store data on our hard drives and on Dropbox. Our laptops and phones can access the website. Both are only accessible via a pin code. The personal data that we use on our website <https://teamingcompany.com> and the site itself is secured via an SSL certificate.

If you feel that your data is not properly secured, or if you have indications of abuse, please contact us at [privacy@teamingcompany.com](mailto:privacy@teamingcompany.com).

### **Full privacy statement**

The full privacy statement can be found on the following pages.



## Privacy statement - full text

### Definitions

**Teaming Company:** Teaming Company is a trade name that is used by Hans Veenman / Nummer 22 BV (registered with the Chamber of Commerce under number 34 12 63 79) and Marieke Strobbe / Strobbe Mens- en Organisatieontwikkeling (registered with the Chamber of Commerce under number 34 19 87 24)

**Owners:** Marieke Strobbe & Hans Veenman

**Personal data:** Name, company name, telephone number, email address, postal address, invoice address, bank account number (as soon as you pay an invoice, we will see your bank account number on the bank statement) and all personal data of your relations that you entrust to us.

**Relationship:** Customers, suppliers, service providers, contractors, principals, employees, subscribers, collaboration partners, hired or hired employees with whom Teaming Company has entered into a business agreement.

### Purposes of processing

Teaming Company uses and processes your personal data in order to be able to carry out the activities that match the objectives:

Guiding individuals, teams and organizations in their collaboration through training, workshops, team and individual coaching and advice.

We use your data to provide quality work. Unless you have indicated that you would like this, we will not send you direct mail.

NB We do not use your data for other purposes than is customary in a normal customer-supplier relationship; invoicing, information about changes of products, services or address, in order to be able to deliver goods or services, sending a newsletter, tax return.

Teaming Company uses your name, telephone number, e-mail address or other contact details of you or that you entrust to us, only for making agreements aimed at performing work that is in line with our business objectives.

In the event that our initial contact leads to a business relationship, your data will only be shared, if necessary, with third parties directly involved in the activities to shape this relationship in accordance with our common goals. These parties handle your data in accordance with current privacy legislation and in the same way as Teaming Company; this is laid down in an agreement with these parties.



### Legal basis for processing

Teaming Company processes your personal data on the following legal basis:

- Consent from you as the data subject. You have the right to withdraw your consent to the processing at any time;
- The processing of the personal data is necessary to perform an agreement or arrangement that you have made with us.

### Categories and source(s) of personal data

Teaming Company has obtained your personal data from the following source(s):

- Name, address, place of residence, telephone number and email address are provided by you, including through personal contact and / or because you have given us your business card ;
- If applicable, date of birth, social security number and identity documents are obtained directly from you;
- We receive your bank account number via your bank after payment of an invoice on the statement;
- From the data files or documentation that you entrust to us or have given us for inspection.

### Transfer of personal data

All software suppliers and data storage centers that Teaming Company uses comply with the GDPR.

In terms of data processing in the field of privacy, Teaming Company conforms to the working method of large national and international organizations such as Unit4, Rabobank, ING, Microsoft, Google, KPN, T-mobile or similar organizations and providers in this area and cannot directly influence this.

If these organizations offer a choice, Teaming Company opts for the highest form of privacy protection.

Teaming Company maintains a processing register that states which data is sent to which service providers / processors. If Teaming Company considers the privacy protection measures of these processors sufficiently in line with the due care of privacy protection that Teaming Company itself uses and describes in this privacy agreement, we demonstrably comply with the privacy agreement and the security measures of these service providers as published on their website or otherwise disclosed to us in writing.

If we consider this due care insufficient, we will not cooperate with this processor. If the measures taken are limited, a processor agreement has been concluded with our service providers in which the level of protection of your personal data is agreed in accordance with the GDPR.



### Retention period of personal data

If our initial contact does not lead to an assignment or a further e-mail exchange and you do not become our customer, supplier, colleague, participant, cooperation partner, principal or contractor, we will delete your data from our files within 3 months.

Relationship data is stored for up to 7 years after sending or receiving the last invoice.

We do not sell your information to others. If Teaming Company changes owner, we will put you in contact with the new owner if desired. We will not transfer your data.

### Security

Your personal data will only be sent via media that adhere to at least the same privacy rules as Teaming Company.

We also adhere to the following rules:

- All equipment we use to process personal data is protected with anti-virus, anti-spam and anti-phishing software and firewall security software and hardware;
- Our equipment (smartphone, laptops and PCs) is secured via a pin code that we change periodically, and / or via fingerprint recognition and / or face recognition;
- Screen lock is standard on both our laptops and smartphones;
- We do not use portable storage media (USB sticks, SD cards) for personal data;
- We commit to secrecy and in principle do not provide personal data to external parties;
- If we engage external parties, they are bound by the same obligations: they sign an agreement to this end, including a nondisclosure agreement, in which they declare that they will keep your personal data confidential.

### Data breach or incident management

Although the chance of a data breach is small, we do have to prepare for it. In the event of a data breach, we will follow the following procedure:

1. If the data breach relates to you, we will inform you immediately.
2. Should the data breach affect your privacy, we will inform the Dutch Data Protection Authority.
3. Each data breach is documented in the incident log: where is the data breach located, what personal data does it concern, on what date did the data breach occur, when was the data breach resolved and how can the breach be prevented in the future?

### Rights of relations

You have the right to inspect, correct and / or delete the personal data that we process about you. You also have the right to request us to restrict the processing of your personal data and to object to the processing of your personal data.

As a customer you also have the right to request Teaming Company to recover the personal data that you have provided to us in a structured, commonly used and readable form.



#### Complaints

If you have a complaint about the processing of your personal data by Teaming Company, please contact us ( [privacy@teamingcompany.com](mailto:privacy@teamingcompany.com) ). If we cannot reach an agreement together, you are free to submit your complaint to the Dutch Data Protection Authority. Click [here](#) to download the sample letter of objection.

#### Contact

For more information about the above safeguards taken by Teaming Company, for a copy of the measures taken, for questions about this privacy statement and the processing of your personal data by Teaming Company, please contact us via the details below.

You can also submit a request for access, correction, transfer or deletion of your data, or restriction and objection by email. We may ask you to identify yourself.

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Marieke Strobbe & Hans Veenman  
[privacy@teamingcompany.com](mailto:privacy@teamingcompany.com)

Postal address:  
Teaming Company  
Marieke Strobbe  
Silodam 387  
1013 AW Amsterdam