

## **Privacy Policy**

IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost attach great importance to the protection of your personal data. In this privacy policy we want to provide clear and transparent information on how we handle personal data.

We do everything we can to safeguard your privacy and therefore handle your personal data with care. IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost comply in all cases with the applicable laws and regulations, including the General Data Protection Ordinance.

This means that we in any case:

- Processing your personal data in accordance with the purpose for which it was provided, these purposes and type of personal data are described in this Privacy Policy;
- Processing of your personal data is limited to only those data that are minimum necessary for the purposes for which they are processed;
- Ask for your explicit consent if we need it for the processing of your personal data;
- Appropriate technical and organisational measures have been taken to ensure the security of your personal data;
- Do not pass on personal data to other parties, unless this is necessary for the execution of the purposes for which they have been provided;
- To be aware of your rights regarding your personal data, to point this out to you and to respect these rights.

As IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost we are responsible for the processing of your personal data. If you have any questions about our Privacy Policy, or in a more general sense, or would like to contact us, please use the contact details at the bottom of this document.

### Processing of personal data of customers or suppliers

Personal data of customers or suppliers are processed by IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost for the following purpose(s):

- Administrative purposes;
- Communication about the assignment and/or invitations;
- The execution or issuing of an assignment.

The basis for this personal data is:

- The agreed assignment;

For the above objective(s) IONOI and Fysiotherapie Dieze Oost can request the following personal data from you:

- First name;
- Insert;
- Surname;
- (Business) Telephone number;
- (Business) E-mail address;
- Gender.

Your personal data will be stored by IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost for the purpose of the aforementioned processing(s) for the period:

- During the term of the agreement and afterwards only in the financial administration for a maximum of 7 years.

Processing of personal data of association members

Personal data of association members are processed by IONOI and Fysiotherapie Dieze Oost for the purpose of the following objective(s):

- Administrative purposes;
- The implementation of the membership agreement. The basis for this personal data is:
- The membership agreement;

For the above objective(s), IONOI and Fysiotherapie Dieze Oost may request the following personal data from you:

- Name;
- Address;
- Place of residence;
- Telephone number; - E-mail address;
- Gender;
- Date of birth.

Your personal data will be stored by IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost for the purpose of the aforementioned processing(s) for the period:

- During the term of the agreement and afterwards only in the financial administration for a maximum of 7 years.

#### Processing of personal data of clients

Personal data of clients are processed by IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost for the following purpose(s):

- Administrative purposes;
- Execution of the treatment agreement. The basis for this personal data is:
- The treatment agreement;

IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost can request the following personal data from you for the above objective(s):

- First name;
- Insert;
- Surname;
- Telephone number;
- E-mail address;
- Gender
- Health data.

Your personal data will be stored by IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost for the purpose of the above-mentioned processing(s) for the period:

- During the term of the treatment agreement and thereafter for at least 15 years.

#### Processing of personal data of former clients/patients

Personal data of clients are processed by IONOI and Fysiotherapie Dieze Oost for the following purpose(s):

- Administrative purpose. The basis for this personal data is:
- The treatment agreement;

For the above objective(s), IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost may request the following personal data from you:

- First name;
- Insert;
- Surname;

- Telephone number; - E-mail address;
- Gender.

Your personal data will be stored by IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost for the purpose of the above-mentioned processing(s) for the period:

- Maximum 40 years.

Processing of personal data of prospect, stakeholder/ lobby contacts and/or interested parties  
Personal data of prospect, stakeholder/lobby contacts and/or interested parties are processed by IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost for the purpose of the following objective(s):

- Provision of information in the form of newsletters and/or specific contacts. The basis for this personal data is:

- Oral consent, issuing business card and/or via a link on LinkedIn;

IONOI and Fysiotherapie Dieze Oost may request the following personal data from you for the purpose(s) stated above:

- First name;
- Insert;
- Surname;
- Telephone number; - E-mail address.

Your personal data will be stored by IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost for the purpose of the aforementioned processing(s) for the period:

- During the period that one is seen as a prospect, stakeholder/ lobby contacts and/or interested parties.

Processing of personal data of employees

Personal data of employees are processed by IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost for the purpose of the following objective(s):

- Execution of the employment contract. The basis for this personal data is:
- The employment contract.

IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost may request the following personal data from you for the above objective(s):

- First name;
- Insert;
- Surname;
- Telephone number;
- E-mail address;
- Date of birth;
- Salary data;
- Copy ID;
- BSN number;
- Bank details.

Your personal data will be stored by IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost for the purpose of the aforementioned processing(s) for the period:

- During the period that one has a contract and then only in the financial administration for a maximum of 7 years.

### Provision to third parties

The information you provide to us may be provided to third parties if this is necessary to carry out the purposes described above.

For example, we use a third party for:

- Taking care of the internet environment of the AVG programme;
- Taking care of the (financial) administration;
- Providing newsletters and invitations.

We never pass on personal data to other parties with whom we have not concluded a processing agreement. With these parties (processors) we will of course make the necessary arrangements to guarantee the security of your personal data. Furthermore, we will not provide the information you provide to other parties, unless this is required and permitted by law. An example of this is that the police request (personal) data from us as part of an investigation. In such a case, we must cooperate and are therefore obliged to provide this information. We may also share personal data with third parties if you give us your written permission to do so.

Within the EU

We do not provide personal data to parties based outside the EU.

Minors

We only process personal data of minors (persons under the age of 16) if written consent has been given by the parent, guardian or legal representative.

Storage period

Physiotherapy Dieze Oost does not keep personal data longer than necessary for the purpose for which it was provided or is required by the Dutch law.

Security

We have taken appropriate technical and organisational measures to protect your personal data against unlawful processing, for example we have taken the following measures;

- All persons who can access your data on behalf of IONOI and Fysiotherapie Dieze Oost, are obliged to keep it confidential.
- We maintain a user name and password policy on all our systems;
- We pseudonymize and encrypt personal data if necessary;
- We make backups of the personal data in order to be able to recover them in case of physical or technical incidents;
- We regularly test and evaluate our measures;
- Our employees are aware of the importance of protecting personal data.

Rights concerning your data

You have the right to access, rectify or delete any personal data that we have received from you. You can also object to the processing of your personal data (or part of it) by us or by one of our processors. You also have the right to have the data provided by you transferred by us to yourself or by order of you directly to another party. We may ask you to identify yourself before we can comply with the above requests.

If we are allowed to process your personal data on the basis of a permission given by you, you always have the right to revoke this permission.

#### Complaints

If you have a complaint about the processing of your personal data, please contact us directly. If we cannot find a solution together with you, we will of course find this very annoying. You always have the right to submit a complaint to the Personal Data Authority, which is the supervisory authority in the field of privacy protection.

#### Questions

If you have any questions or comments regarding our Privacy Statement, please contact us!

#### Contact details

IONOI traumasexology, IONOI and Fysiotherapie Dieze Oost

Zerboltstraat 61c

8022 RW

Zwolle

The Netherlands

info@zwollefysio.nl

info @ionoi.nl

KVK 08199399 Physiotherapy Dieze Oost Honing & van Luijk KVK 32164767 IONOI

info@traumasexology.org

[www.traumasexology.org](http://www.traumasexology.org)

*Mailing address*

*Flat 9*

*4 Hortensia Road*

*SW10 0FU LONDON UK*