

PRIVACY STATEMENT OF OVEDUCON

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Personal data

Personal data is all data that can be used to trace a person (your identity). Information such as your name, address and place of residence are all examples of personal data.

Processing

Oveducon obtains your personal data because you provide it to Oveducon yourself or through a third party or because you enter your data in the digital portal of Learndash. All personal data is processed in accordance with the applicable laws and regulations. Oveducon will limit itself to the processing of personal data that is necessary for its services. If certain data is not provided, it may not be possible to provide the requested services.

The personal data we process will only be used for the following purposes:

1. sending quotations for our work;
2. preparing, executing and finalising the work;
3. invoicing the work;
4. conducting satisfaction surveys; and
5. complying with laws and regulations.

Retention of your personal data

Oveducon does not store your personal data for longer than is strictly necessary. The retention period depends on the purpose for which the personal data was collected or obtained. As such, Oveducon adheres to applicable laws and regulations.

Your rights

You have the right to inspect the personal data that Oveducon holds on you. If the personal data is incorrect or incomplete, you can ask us to change the relevant personal data. In addition, subject to statutory exceptions, you can ask for your personal data to be deleted, for example, when you withdraw your previously given consent for a certain type of processing.

Cookies and Google Analytics

Our website may use cookies and Google Analytics. Cookies are text files that are placed on your PC, tablet or smartphone when you visit our website. Google Analytics is a web analysis service that keeps statistics about website visits. Oveducon gains insight into its website visits via cookies and Google Analytics. This way, Oveducon can better tailor its offers to the needs of website visitors. You can delete cookies yourself or you can disable cookies via your browser.

Sharing personal data with third parties

Oveducon does *not* sell your personal data to third parties. We will only provide this data to third parties if you have given permission to do so, if this is necessary to carry out our work properly or if this is required to comply with a statutory obligation.

We conclude a processing agreement with companies that process your personal data on our behalf, to ensure the same level of security and confidentiality of your personal data. Oveducon remains ultimately responsible for third-party processing.

Reporting abuse and/or irregularities

Oveducon takes appropriate measures to prevent misuse, loss, unauthorised access, unwanted disclosure and unauthorised modification of data. If you believe your personal data is not properly secured or that there are signs of misuse, please contact us at **support@oveducon.com**.

We would like to point out that you do also have the option of submitting a complaint to the national regulator, the Dutch Data Protection Authority. To do so, use the link below:
<https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>

Questions

If you have any comments or questions about our privacy policy, please contact us at **support@oveducon.com**.