

Privacy Statement Natura Foundation

Natura Foundation B.V., along with its affiliated companies, (in the rest of this Statement referred to as the 'Natura Foundation'), respects the privacy of all of its parties concerned. These are not only our existing customers, but also parties interested in our services, candidates for vacancies and business partners and, of course, our own employees too. We believe that it goes without saying that we handle personal data in accordance with strict privacy principles. The Natura Foundation therefore also meets the requirements laid down by law concerning the processing of privacy-sensitive data.

In this Privacy Statement, we explain to you which personal data the Natura Foundation records, why we do that and how we handle that data.

This Privacy Statement applies to all services provided by the Natura Foundation and to all personal data acquired to which this privacy statement refers. At the end of this statement you will find the Natura Foundation's contact details. If you have any questions, please contact us using the email address provided there.

Which personal data do we process and why?

Personal data received through the Natura Foundation's website(s)

On our websites, not only can you find information about the Natura Foundation and its activities, but we also enable our website visitors to contact us. This may be by asking a specific question using the email address provided, registering for the newsletter, or by applying for a vacancy at our company.

Messages

If you send a message to us using the email address provided on the website, we record the email address and the information provided in the email to enable us to respond with an answer that is personal, swift and appropriate. After all, we want to provide you with the best possible service.

We record this information in our client management; if, in the future, you have any supplementary questions, this will enable us to help you in an efficient manner. We retain this data for 3 years.

Newsletter

If you wish to register for our (digital) newsletter, we will ask for your email address. We will use the email address to send our newsletter to you. You can inform us at any time that you no longer wish to receive the newsletter using the 'unsubscribe link' in the newsletter.

Applications

If you apply for a vacancy at the Natural Foundation through our website or by email, we will record the following data relating to you:

- Your name, telephone and email address
- Personal information in your curriculum vitae and your cover letter (if you decide to provide this)

We record these data in our recruitment management system. We do this to enable us to assess your application and to contact you. Your data will help us to carry out a meticulous and personal application/interview process. If the process does not result in an employment contract, we will delete your data no later than 4 weeks after completion of the process, unless you specify that you would like us to retain your data for future communication. In that case, we will record your consent for that and we will retain your data for 1 year.

Training courses

Our partner is responsible for training course or event registrations. If you register for a training course, we will record the following information about you in our order management system:

- Your name, address, town/city, telephone number and email address;

- Salutation
- Your date of birth
- Your occupation and professional association
- Account number
- VAT
- Remarks

We record these data to enable us to plan the training courses properly, to confirm your invitation to you in person, and to add a personal touch to the course (for example, through the use of name badges or by taking into account your (dietary) preferences. We can also use your data to inform you about future/follow-up courses. We retain these data for up to 15 years after the relevant course.

Requesting White Papers

You can request white papers through the website. To be able to request this documentation, we record your email address and specialisation.

Personal data obtained in ways other than through the Natura Foundation's website(s)

Relationship management

The Natura Foundation attaches great importance to maintaining good relationships with its customers and prospective customers. In terms of contacts that the Natura Foundation employees maintain in the context of this relationship management, we record data in our customer relationship management system.

Customer service phone line

The Natura Foundation is committed to providing the best possible service to interested parties and existing customers and to keep them informed about our company and our courses. To that end, our customer service phone line may also be used. Natura Foundation employees record the details relating to this telephone communication in our customer relationship management system. In some cases, these contact details will also contain personal data, such as names and telephone numbers, but possibly also questions or complaints linked to these names. We do this in order to record any agreements that are made, to monitor the progress in relation to questions and complaints being dealt with, to improve the quality of our courses and to ensure future optimum provision of information to customers.

Social Media links and links to other websites

On our website we use 'buttons' to link to social media channels (such as Instagram). In some cases, you will be redirected to the Natura Foundation page on the relevant social medium, in other cases you can use these buttons to share content from our website (such as a blog) through your favourite social media channel. These buttons, for which the code is developed by the social media companies themselves, may store cookies on your computer. For more information about this, we refer you to the privacy policy of these organisations.

For information purposes, our website sometimes includes links to third-party websites. We have no influence over how the owners of these websites deal with your data, should you enter your personal data on these websites. The terms and conditions (including the privacy policy) of these social media websites apply to the use of these social media websites. The general terms and conditions of the Natura Foundation and this privacy policy do not apply to the use of social media websites of this kind.

Provision of your data

We share personal data with third parties, such as Bonusan, IT service providers and/or applications in the cloud. We do this in order to be able to carry out our services properly, or to be able to honour a commitment that we have made to you.

We select these third parties carefully. In all cases, agreements are reached concerning careful handling of the personal data and taking all measures required by law. Those agreements are

recorded in a contract with the involved third party or parties and we assess the compliance of these parties with the agreements.

The Natura Foundation does not pass on any personal data to organisations or establishments that are located in countries with a level of protection deemed inadequate by the European Commission.

The Natura Foundation acknowledges that the information you provide may be confidential in nature. We shall not sell, lease or distribute your personal data or otherwise market this for third parties, apart from the fact that we may share your data with our service providers for the purposes outlined in this Statement.

Retention periods

The Natura Foundation shall not retain your personal data for longer than required for the purposes for which the data were gathered, as outlined in this privacy statement. The Natura Foundation may, however, be obliged to save certain data for longer periods, for example, if that is required by applicable legislation. In that case, we shall ensure that personal data are dealt with in accordance with this privacy statement.

Security

We have taken appropriate technical and organisational measures to guarantee the security of personal data. This concerns the confidentiality, integrity and availability of personal data.

Your rights

If the Natura Foundation records your personal data, you have the right to ask the Natura Foundation to view these data, or to ask Natura Foundation to amend or delete these data, or to restrict the processing thereof. You also have to the right to object to the processing of your data and to transfer your data to another party (data portability).

Would you like to view your personal data? Or would you like to amend your data or delete this from our system? That isn't a problem. You can contact us through the website or by email.

If the Natura Foundation records information about you and has received your explicit approval for this, you have the right to withdraw this approval at any time. For our newsletter, this can easily be done by clicking the relevant 'unsubscribe' link.

If you have complaints about the way in which the Natura Foundation deals with personal data, we ask that you contact us. You can also, at any time, contact the regulatory body in the Netherlands, the Dutch Data Protection Authority (*Autoriteit Persoonsgegevens*).

Changes to the privacy statement

This privacy statement is subject to change. Changes may be because of changes to the services that the Natura Foundation offers, but also due to changes in legislation in relation to privacy. We therefore advise you to keep abreast of the latest version of the privacy statement, which can always be found on our website.

Contact details

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