

Privacy statement Janv@nGalen Consultancy

Preface

This privacy statement contains everything about how personal data is collected and how it is handled. It describes where personal data is stored and for what purposes this data is stored. The rights are also described with regard to this data and in which way use can be made of those rights.

The privacy statement can sometimes be changed by, for example, changes to the law. It is therefore advisable to periodically consult the statement.

Janv@nGalen Consultancy

This is the privacy statement of Janv@nGalen Consultancy. Janv@nGalen Consultancy is a advisory and consultancy company that deals with advice and consultancy services in the field of management in the broadest sense and execution of projects. Janv@nGalen Consultancy is also the owner and creator of the **Don't Forget It ..!** system.

Janv@nGalen Consultancy collects data from (potential) customers. That is why it is good to know what is being done with this data and how any requirement in this regard can be indicated. That is described here.

If there is uncertainty about the use of this data or there are questions about it, please contact Janv@nGalen Consultancy.

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Janv@nGalen Consultancy is a sole proprietor of Jan van Galen.

Purpose of data

Personal data is collected for a number of purposes by Janv@nGalen Consultancy. These are explained below.

1. Don't Forget It..!

Don't Forget It..! is a system to help people with a memory demerit remember their appointments and activities. Personal data are needed to link an user account (both from administrator and from a user invited by an administrator) to the system to show appointments on a screen for the person with a memory limitation. This is data about name, address, place of residence, etc. and the authorizations issued by the administrator for the use of the system.

2. Newsletters

When registering **Don't Forget It..!** a customer can indicate if he wants to receive **Don't Forget It..!** Newsletter. By the system that has been developed for **Don't Forget It..!** regularly Newsletters are sent to inform users about new developments with respect to the **Don't Forget It..!** system.

3. Contact

Personal data is collected when someone registers for use of the **Don't Forget It..!** system via the **Don't Forget It..!** website (www.dontforgetit.eu, www.dontforgetit.nl or www.noubliepas.fr). Via the registration form, however, you will only be asked to fill in the required information necessary for the use of the **Don't Forget It..!** service, such as name, (optional) company name, address, e-mail address and telephone number. This also applies to the so-called contact form.

4. Analytics

The website of **Don't Forget It..!** collects anonymous data through Google Analytics to improve the website. This data is also encrypted. A data processing agreement with Google has been concluded for this. Here "data sharing" with Google has been turned off. The Google Analytics cookies are also not used for other services of Google, such as DoubleClick and AdWords.

The website of **Don't Forget It..!** is managed by Sterck Development. The privacy statement of Sterck Development can be requested upon request.

5. Chat service

Don't Forget It..! uses the chat service Smartsupp. This service may use personal data. Please refer to the Privacy Statement of Smartsupp.com, s.r.o., VAT ID CZ03668681.

6. Additional

Janv@nGalen Consultancy collects personal data (other than the data described above) from (potential) customers in its address book. These are only used for contact with these (potential) customers, invoicing and direct communication. Janv@nGalen Consultancy does not publish a newsletter.

Receivers

The data received and processed by Janv@nGalen Consultancy are managed by:

1. Sterck Development

The website and back-ups of the website www.dontforgetit.eu is managed by Sterck Development. Data that is left on the **Don't Forget It..!** website! are stored on Sterck Development's servers.

2. Website hosting

The e-mail of Janv@nGalen Consultancy is hosted by active24. Contact via e-mail means that the relevant e-mails are stored on the servers of active24.

The websites www.dontforgetit.eu and www.dontforgetit.nl and e-mails from **Don't Forget It..!** are hosted at Mijndomein. The website www.noubliepas.fr is hosted at 1&1 Internet SARL.

The aforementioned websites are so-called shells for the actual website and CMS (Solid) that is hosted by TransIP.

Contact via e-mail means that the relevant data is stored on the Mijndomein servers. Contact via the registration form and management of the agenda is directly linked to the management of the website described above..

3. Solid

The newsletters are sent via Solid. Once signed up for the newsletter means that e-mail address and name are automatically stored in the appropriate list within Solid. At all times it is possible to unsubscribe from the newsletter via the e-mail addresses info@dontforgetit.eu or privacy@janvangalen.nl. This can also be indicated in the 'Account data' page of the website.

Storage period

Personal details are kept for a longer period by Janv@nGalen Consultancy, but never longer than is necessary for carrying out activities, unless personal data must be kept for longer.

1. Sending of Newsletters

E-mail address and first name are stored in Solid. The storage of personal data is for an indefinite period of time. However, you can unsubscribe via the management of your own account or via an email to privacy@janvangalen.nl or info@dontforgetit.eu.

2. Contact

E-mail contact with Janv@nGalen Consultancy means that data that are sent, such as name, company name and e-mail address, are stored on the mail server. Those e-mails are stored for up to six years.

3. Analytics

The data that Google Analytics collects from the website is anonymous, so it is not linked to personal data. This data is stored indefinitely within Google Analytics.

Security

No physical copies of personal data are made. Personal data are only managed in the aforementioned systems and software.

Personal data managed by Janv@nGalen Consultancy or by the aforementioned third parties can only be accessed via the above software and protected by a password.

The devices on which the private data of the people with memory problems are used are specifically designed for this and are not used for anything else. The personal details described above are photos that have been added to the system by the administrator and authorized users, and the appointments and reminders that have been added to the agenda.

The visit to the website of **Don't Forget It..!** is secured by an SSL certificate. This means that the connection to the **Don't Forget It..!** website is private. This security can be recognized by the lock for the url. The security certificate is provided by Let's Encrypt Authority X3.

Rights

The following describes the rights that can be derived from the storage and use of personal data.

1. Right of inspection

The personal data recorded and saved at Janv@nGalen Consultancy can be retrieved at any time. This can be done by sending an e-mail or by calling Janv@nGalen Consultancy. In addition, all personal data of the users of **Don't Forget It..!** can be seen in the 'account data' of that user.

2. Right to rectification

Are the data not correct? Or have your data been changed? You have the right to have this rectified by Janv@nGalen Consultancy. As far as **Don't Forget It..!** is concerned personal details can be adjusted in the dedicated page 'account data' of the website. The information about the newsletter can also be changed there.

3. Right of transfer

Should data be required that are stored at Janv@nGalen Consultancy in the event of a transfer to another party or service, Janv@nGalen Consultancy can transfer this data to another party upon request. This only happens explicitly after a written request

4. Right to delete data

At all times there is the possibility to have all available personal data removed.

5. Right to submit a complaint

In the event of unlawfulness or carelessness, a complaint can be submitted to the Dutch Data Protection Authority (Dutch DPA), if Janv@nGalen Consultancy has not handled personal data in the correct manner. Therefore you can contact the Dutch Data Protection Authority (see [here](#)).

6. Right to stop data use (objection)

here is also the right to stop the use of personal data.

The use of the abovementioned rights can be done via privacy@janvangalen.nl or info@dontforgetit.eu by sending of a copy of the id-card or passport whereby the id / passport photo, numbers at the bottom of the id / passport, the ID-card or passport number and social security number have been made illegible.

The aim is to respond within a week.

Obligations

Janv@nGalen Consultancy processes personal data on the basis of a legitimate interest, namely a commercial interest. Think of offering services or products from Janv@nGalen Consultancy or **Don't Forget It..!** Personal data will never be sold to third parties.

The data that are mandatory to the services of Janv@nGalen Consultancy and **Don't Forget It..!** are the minimum required data for the provision of these services or products. For example, the e-mail address is required to log in to use the **Don't Forget It..!** system and to be able to send the newsletter. If this mandatory information is not provided, Janv@nGalen Consultancy can not offer the relevant service.

If it is necessary to share personal data shared with Janv@nGalen Consultancy with others than the aforementioned parties (for example, to offer a service), permission first will be requested.

Janv@nGalen Consultancy reserves the right to disclose the data when this is required by law or when Janv@nGalen Consultancy deems this justified to comply with a legal request / trial or to protect the rights, property or safety of Janv@nGalen Consultancy. In doing so, always there will be tried to respect the right to privacy as much as possible.

Do you still have questions? Feel free to contact us via the contact details below.

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