



# **MINDSONAR PRIVACY POLICY**

## **REGARDING MINDSONAR**

### **RESPONDENTS**

This Privacy Policy will become effective on May 25th, 2018. Some measures mentioned may be executed shortly after May 25th, 2018 due to technical delays.

Please check back regularly to keep track of any Privacy Policy updates.

#### **a. Principle**

At MindSonar we care about your privacy and believe in transparency. We only collect personal information necessary to deliver our services and we handle it carefully and sensibly.

#### **b. Contact information**

MindSonar is a trademark used by Metaprofiel B.V., a company registered in The Netherlands (Chamber of Commerce Registration Number: KVK 09127703). Street address: Staringstraat 1, 6511PC, Nijmegen, The Netherlands.

E-mail: [mpaprofielen@iepdoc.nl](mailto:mpaprofielen@iepdoc.nl)

Phone: (+31) (0) 6 45 11 0996

#### **c. What is in this document?**

This Privacy Policy describes why and how we collect and use the personal information of our respondents (people who fill out their information for a MindSonar Profile). The respondent is referred to as 'you' in this document. It also describes your options to choose how we use your personal data and how to contact us with any concerns and requests.

## **1. Information we collect, store and process**

When you go to [www.mindsonar.com](http://www.mindsonar.com) and you fill out your MindSonar Profile information, we will collect the following data from you:

- First name, Last name
- Gender (Male/Female)
- Year of birth
- Profession
- Level of education
- Business you're in
- Job level
- Marital status (Single/In a relationship/Living together/Married)
- Answers to MindSonar questions about your way of thinking, your values
- Date you fill out the information

## **2. How do we use this information?**

We collect, store and process the information you provide for the following reasons:

- To produce a report (MindSonar Profile) about your thinking style and values.
- To make this report available for downloading by the responsible MindSonar Professional (in most cases the person who invited you to fill out the information).
- To back up your information for this MindSonar Professional.
- To produce averages and other calculated values of scores in a group of MindSonar Profiles (Usually from a team).
- To make this group report available for downloading by the responsible MindSonar Professional (usually the person leading the team building process).
- To back up the group information for this MindSonar Professional.

## **3. On what legal grounds do we store and process your information?**

When you fill out your MindSonar information, we will ask your permission to store and process your data.

We will ask you to agree with the following statement:

"I hereby give you (Metaprofiel B.V., the company producing MindSonar) permission to store my data and process them, in order to produce a MindSonar profile. You may make my profile available as a download to {Name of Responsible MindSonar Professional}. You may keep my data for a period of

8 years, to enable {Name of Responsible MindSonar Professional} to do long term work with my data. I am 18 years or over.”

You will only be able to continue filling out your MindSonar information if you give us permission to store and proces your data. If you do not give us permission, all data you have entered up until then in the MindSonar information session, will be erased and you will exit the application. This ensures that we cannot gather information that you don't want us to store or process.

The MindSonar professional under whose licence code you entered the MindSonar system will be informed that someone aborted an information session, but we will not give him your name or any other information about you.

#### **Privacy Tip: Pseudonym**

If you prefer not to have your name stored, you have the option to use a pseudonym. Suppose you are called 'John Johnson' and you fill in your name as 'Eric Ericson'. The information session will then continue normally. We do suggest, in this case, that you disclose your pseudonym to the responsible MindSonar Professional.

#### **4. How long do we store your information?**

We will store your information for a maximum of 8 years.

#### **5. Your Rights**

You have the following rights:

- To confirm whether or not personal data about you is being processed.
- To provide you with a copy of any data which we hold about you.
- To withdraw your consent to using your personal information.
- To request to delete personal data which we hold about you.
- To restrict the way that we process your personal data.

If you want to act upon those rights please contact us here:

Metaprofiel B.V.

Staringsstraat 1

6511PC Nijmegen

The Netherlands

E-mail: [mpaprofielen@iepdocus.nl](mailto:mpaprofielen@iepdocus.nl)

Phone: (+31) (0) 6 45 11 0996

## **6. Cookies**

We use a cookie to enable you to continue your MindSonar information gathering session when your internet connection is interrupted. This cookie is automatically removed when you finish your MindSonar information session, or when you exit the application using the exit buttons.

## **7. How we share your personal information and who we share it with whom**

All your information collected and stored by MindSonar is treated as confidential.

We will make your report (MindSonar Profile) and any group calculations (MindSonar Team Reports) available for downloading by the responsible MindSonar Professional (in most cases the person who invited you to fill out the information and/or who leads a team building process).

The download area for your MindSonar Profile is secured with the user name and the access code of the responsible MindSonar Professional.

We will not share your personal information with anyone else.

If we are required by law - we will disclose information about you in response to a subpoena, court order, or other legitimate governmental request.

## **8. Location of data storage and service provider**

We host, store or otherwise handle your personal information within the borders of European Economic Area (EEA).

We use Combell N.V. as a service provider.

Their servers are physically in Amsterdam (planned to move to Brussels in 2018).

Their address is:

Combella N.V.  
Skaldenstraat 121  
9042 Gent  
Belgium

We have a privacy statement from Combell N.V and we have a processing agreement.

### **9. Security measures**

We use Secure Sockets Layer (SSL) software to encrypt the information you enter on [www.minsonar.com](http://www.minsonar.com) in order to protect its security during transmission to and from our site.

### **10. Age restrictions**

We only process information about people under the age of 18 years, after we have received signed permission of their guardians. When you fill out your MindSonar information you will be asked to verify that you are 18 years or over.

### **11. Changes to the Privacy Policy**

We reserve the right to modify this Privacy Policy.

If we change our Privacy Policy, we will post the updates here and on [www.mindsonar.info](http://www.mindsonar.info) so you are aware of what information we collect and store, how we use it, and to whom we disclose it.