



MINDSONAR

PRIVACY NOTICE

This Privacy Notice is effective from 25th May 2018.
Please check back regularly to keep track of any Privacy Policy updates.

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.

1. Data Controller and Data Protection Officer

MindSonar is a trademark used by Metaprofiel B.V., a company registered in The Netherlands (Chamber of Commerce Registration Number: KVK 09127703).
Metaprofiel B.V. is the data controller.

You can contact MindSonar's Data Privacy Officer Jan Dirk Brobbel at jandirk@iepdoc.nl, if you have any questions.

Our address:
Staringstraat 1, 6511PC, Nijmegen, The Netherlands.
E-mail: mpaprofielen@iepdoc.nl
Phone: (+31) (0) 6 45 11 0996

2. Your Rights

If you reside in the European Union, you have the right under the General Data Protection Regulation:

1. To be informed about our processing of your personal data

2. To have your personal data corrected if it is inaccurate and to have incomplete personal data completed
3. To object to processing of your personal data
4. To restrict of processing of your personal data
5. To have your personal data erased (the “right to be forgotten”)
6. To request access to your personal data and information about how we process it
7. To move, copy or transfer your personal data (“data portability”)
8. In relation to automated decision making, including profiling

You have the right to lodge a complaint with a Dutch Data Privacy Authority. It has enforcement powers and can investigate compliance with data protection law.

Their details are:

<https://autoriteitpersoonsgegevens.nl/en>

Postal address:

Autoriteit Persoonsgegevens

Postbus 93374

2509 AJ DEN HAAG

Telephone number: (+31) - (0)70 - 888 85 00

3. Information we collect, store and process

When you go to www.mindsonar.com and you fill out your MindSonar Profile information as a **Respondent**, we will collect the following personal data from you:

- First name, Last name
- Contact details (email, phone)
- Gender (Male/Female)
- Age
- 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

If you decide to become a **MindSonar Professional**, we will collect information about:

- Country of residence
- Contact details (email, phone, Instant Messenger name)
- Links to your publicly accessible websites and/or social profiles (eg LinkedIn)
- Your business address
- Financial information (eg. bank details)
- Your photo

If you would like to **comment** any of our blog entries, we will collect:

- Your name
- Publicly accessible websites

In addition, we are collecting technical information about your visit:

- IP
- Device OS, screen resolution, browser

4. How do we use this information?

When you fill out your MindSonar profile as a **Respondent**, 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 designated MindSonar Professional (in most cases the person who invited you to fill out the information).
- To backup the report for the designated 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 designated MindSonar Professional (Usually the person leading the team building process).
- To backup your or group information for the designated MindSonar Professional.

When you are certified as a **MindSonar Professional**, we collect, store and process the information you provide for the following reasons:

- Certification and associated training
- Project support
- Product development
- Organising conferences
- Financial reconciliation

5. What legal grounds do we store and process your information?

When you fill out your MindSonar profile as a **Respondent**,

- MindSonar processes your personal details to provide a report about your thinking style and values. The legal ground for processing your details for this purpose is based on **contract**.

When you are certified as a **MindSonar Professional**,

- MindSonar processes your email address for the purpose of sending you important information about MindSonar's products, apps or your MindSonar account, such as important safety information or material changes to this Privacy Policy. If you provide your opt-in consent to receiving marketing information from MindSonar, MindSonar will also process your email address for the purpose of sending you marketing information about MindSonar's products and apps. The legal ground for processing your email address for this purpose is your **consent**. You may withdraw your consent at any time by changing your preferences in your MindSonar account or through the unsubscribe link at the bottom of our marketing emails.
- MindSonar also processes your email address to associate it with your MindSonar account when you interact with our customer support representatives. The legal ground for this processing is our **legitimate interest** in providing quality customer support.

6. Retention of Personal Data

The following criteria are used to determine data retention periods for your personal data:

When you fill out your MindSonar profile as a **Respondent**,

- We will store your profile information for a maximum of 8 years

When you are certified as a **MindSonar Professional**,

- We will retain your personal data as long as your MindSonar account is considered to be active.
- We will retain technical information about your visits to MindSonar websites for 12 months.

7. 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.

8. Transfers and Shares of Personal Data

MindSonar is a global business. To offer our products, apps and services, we may need to transfer your personal data to other MindSonar companies in other countries. When you create a MindSonar account, add personal data in your account profile, or upload data to your MindSonar account, your personal data will be collected and stored on MindSonar servers in the EU. Personal data regarding individuals who reside in a country in the European Economic Area or in Switzerland is controlled by MindSonar.

Subject to applicable data protection law we may share your personal data with:

- Sub-contractors and other persons who help us provide our products and services
- Our legal and other professional advisors, including our auditors
- Fraud prevention agencies, credit reference agencies, and debt collection agencies
- Courts, to comply with legal requirements, and for the administration of justice
- In an emergency or to otherwise protect your vital interests
- Anyone else where we have your consent or as required by law

9. Security measures

- We have implemented measures in an effort to maintain the confidentiality of all personal information in our custody and control, including only providing access to personal information to employees and authorised service providers who require such information for the purposes described in this document.
- We maintain administrative, technical and physical safeguards in an effort to protect against unauthorised access, use, modification and disclosure of personal information in our custody and control. To provide you with an increased level of security online, access to your personal information on certain of our websites may be protected with a password you select.
- We strongly recommend that you do not disclose your password to anyone. We will never ask you for your password in any unsolicited communication.
- We use Secure Sockets Layer (SSL) software to encrypt the information you enter on 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 so you are aware of what information we collect and store, how we use it, and to whom we disclose it.