

Privacy statement

MENTALFIT 2018



Privacy statement

MENTALFIT, located at Torenallee 45 5617 BA Eindhoven, is responsible for the processing of personal data as shown in this privacy statement.

MENTALFIT will make all reasonable efforts to ensure that personal information provided to us is treated confidentially as prescribed by European regulations in the General Data Protection Regulation (GDPR).

This privacy statement contains the following parts:

1. Purpose of the data
2. Automated decision-making
3. Storage period
4. Website, cookies and similar techniques
5. Your data and third parties
6. Data security
7. Management of data
8. Changes to this statement

MENTALFIT is primarily concerned with short coaching processes and advice focused on Talent Management.

Mieke van Lierop is the contact person in the area of privacy at MENTALFIT. She can be reached via info@mentalfit.com or via telephone number: +31 (0) 40 252 5201.



1 Purpose of the data

It is our policy to be open about the way we handle personal data.

This privacy statement applies to the collection of personal data. These are data that can be traced to individual natural persons, such as contact details (eg name, address, e-mail address, telephone number) and organization data (name manager, department) and in some cases a photo). If we ask for or receive personal information from your employer, we always mention the purpose preferably at the first contact.

For all processing of personal data, only data that you yourself or your employer has actively provided (online or on paper) is used.

The moment you contact us via e-mail, the data you send, such as name, company name and e-mail address, will be stored on the mail server and periodically cleaned up.

Reports that are written in the context of coaching or consultancy will only be provided to clients after the candidate has given his written permission. This according to the guidelines of the Netherlands Institute of Psychologists (NIP).

2 Automated decision making

MENTALFIT does not make decisions based on automated processing on matters that can have (significant) consequences for people.

3 Storage period

MENTALFIT stores your data as long as there is a customer relationship. After completion of the order or termination of the customer relationship, the personal data is stored in the customer database until it is periodically cleaned up. In some cases, for example, e-mail addresses will remain stored until the person acts by withdrawing his/her e-mail address.

4 Website, cookies and comparable techniques

The web pages of MENTALFIT (www.wmmetalfit.nl and www.wmpsychologen.nl) may contain references to other websites. We have no control over the websites referred to, nor about the privacy measures.

MENTALFIT uses only technical and functional cookies and analytical cookies that do not infringe your privacy.

A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and your ease of use. They ensure that the website works properly and remember, for example, your preferences. We can also optimize our website with this.



You can opt out of cookies by setting your internet browser so that it does not store cookies anymore. In addition, you can also delete all information previously saved via the settings of your browser.

5 Your data and third parties

MENTALFIT only shares your personal data with third parties when it is necessary to pass on the data for the relevant service. Think of an email address for sending out an online assessment (test material) via the test supplier or having an assignment carried out by an engaged third party. Processing agreements are concluded with suppliers and clients.

MENTALFIT does not sell, rent or lease personal information to others. If you, as client, share information about us with others, you are responsible for requesting permission and releasing the data. An example of this is providing a list of participants for a training at the hotel where the training will take place.

MENTALFIT is at all times responsible and liable for the correct and complete execution of the obligations in accordance with the GDPR and, if necessary, makes concrete agreements for this purpose per project with third parties engaged.

6 Data security

MENTALFIT makes every effort to adequately secure the information you provide us. Sometimes copies of the personal data are made on paper. These are stored in the office. These will eventually be removed with a paper shredder. The personal data are otherwise stored digitally on computers at the office and home address. The computers are adequately secure.

MENTALFIT furthermore has appropriate means and management procedures to protect the information we collect and thus prevent unauthorized access or disclosure, to keep data accurate and to guarantee the correct use of the data.

The GDPR obligations for the relevant client also apply to the personal data for business economic analyzes.

7 Data management

If you have provided us with your details and you want to change or delete them, you can contact us by mail or telephone. You can then have all your contact details modified or removed by us from our database.

8 Changes to this statement

Changes to the privacy statement of MENTALFIT are published in this document. In that case, the revision date of this document will be updated. You can always find the most recent version via our homepage.