



Mennen Training & Consultancy
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Privacy Policy Mennen Training & Consultancy

Your privacy is critically important to us. At Mennen Training & Consultancy (“MTC”), we adhere to the following principles:

- We are thoughtful about the personal information we ask you to provide and the personal information that we collect about you through the operation of our services.
- We store personal information for only as long as we have a reason to keep it.
- We aim for full transparency on how we gather, use, and share your personal information.

We kindly request you to read MTC’s privacy policy below, which incorporates and clarifies these principles.

1. Accountability

Louise Mennen is accountable for treating your personal information. You can find her contact details at the top of this document.

2. Information we collect

- Your name, telephone number and e-mail address
- Answers you give in the intake form
- Results from questionnaires
- Other information you send us to be used during the training (for example a CV or a research abstract)

3. Consent on private information collection

By sending your intake form, you agree on the collection of your private information listed above by MTC. If you do not agree with this privacy policy:

- You cannot send us your intake form
- We will be unable to inform you on any changes related to the training
- We will be unable to take into account your personal requests for the training
- We will be unable to modify the training to fit your needs
- Please inform us on which part you disagree with and which information you do want to send in and your conditions for saving them, so that we at least can provide you with the best possible training

4. How We Use Information

We use information about you as mentioned above as follows:

- To inform you if anything changes related to the training you will follow
- To see if you have followed a training with us previously and what you wanted to learn, so that we can serve you better for the next training
- To use during the training for your own learning (for example to give comments on work that you have sent in or results of a questionnaire)
- To send you extra or requested information after the training

5. Who has access to your data

- The secretary of MTC has access to your data in order to serve you to our best abilities before the training and inform you on what is needed for the training
- Co-trainers of MTC may receive your intake forms or results of a questionnaire if that is needed for the training they give. MTC ensure that only your name and the answers to your questions appear. MTC will remove other personal data (telephone number, email address) before forwarding it to the co-trainers. The files will be send through password secured zip files. The co-trainers delete the intake form straight after the training.
- If required by law, MTC may disclose information about you in response to a court order or other governmental request.

6. Data retention

MTC keeps your data for a maximum of 15 years since we noticed that clients may come back to us after quite some years.

7. Security measures

MTC is committed to protect personal information against unauthorized access, use, alteration, or destruction, and take reasonable measures to do so:

- All personal information is stored in an encrypted form on MTC devices and only this encrypted form is stored on backup devices (local and remote).
- The company providing remote backup service is certified ISO/IEC 27018:2014 (Cloud Privacy and Data Protection).
- No personal information is stored in the MTC corporate website.

8. Right of inspection, removal of data and complaints

At all times you can request:

- to get access to your personal information in MTC's possession,
- to request a rectification,
- to request destruction of your personal information.

You can send your request to info@mennen-tc.com and it will be addressed within one month.

If you want to file a complaint about the way MTC protects your personal information, you can contact MTC via info@mennen-tc.com and MTC will contact you within one month. For any questions about this policy, please contact MTC via info@mennen-tc.com.