

## Privacy and Cookie policy

Privacy is very important to Entreprenality. We recognize the amount of personal information we work with and take responsibility for a trustworthy way of securing the information we get from you.

That's why Entreprenality would like to inform you about the type of data we are collecting from you and how we process this data.

Used terms:

- **The coach** refers to the Entreprenality coach Gina Schlee, who is also the founder and director.
- **The client** refers to the person using Entreprenality's services.
- **Consent** refers to a freely given, specific, informed and unambiguous statement of agreeing with the terms & conditions and the privacy policy of Entreprenality.
- **Processing and documenting of data** refers to the methods used to collect and store information, so that it can be used within the coaching process.
- **Data and information** are interchangeable words used within this document.

### What data is collected and why?

There are three different phases in which we collect data about a person.

Phase 1 is when Entreprenality is still new to a person. They visit the website and for them, the cookie policy applies.

Phase 2 is the intake phase. Entering the intake phase starts at the discovery call, followed by an intake form and the first session. During this phase, Entreprenality collects general information like name, date of birth or age, email address, (home) country and living situation. Also information about your current overall well-being is collected at this phase.

Phase 3 is the phase in which a person has become a client of Entreprenality. From clients, lot of personal information is collected, that is needed to provide our services. It contains information about behavioural aspects, emotional tendencies, social/interpersonal information and information about the cooperation of the mind with the body.

The data collection is needed to provide a client with the services. Without the information, there is nothing Entreprenality can do for them. When the client gives his/her consent for this, he/she understands that it applies to all information he/she provides, unless specifically requested not to in a later stage (see the section about your rights).

Entreprenality also has a professional and ethical responsibility for keeping and maintaining records, in case it is ever relevant for others to find out what happened during the process and why we worked the way we did. It not only helps the coach to provide the client with good care but also to assist in the collaboration between professionals when this becomes relevant or necessary and to ensure continuity in case of the coaches injury, disability or death. For these reasons, the information is most likely to be very specific, since vague information will most likely not be sufficient enough for these purposes (APA, 2019).

American Psychological Association, APA (2019) Record keeping guidelines. Retrieved on 21-04-2020 via <https://www.apa.org/practice/guidelines/record-keeping>

### How is your data collected?

Most of the data will be collected from you directly. You provide this data when:

- You fill in the contact form on the website

- You contact Entreprenality via social media or email
- You sign up for the newsletter
- You participate in an online session
- Use or view the website via your browser's cookies

### **How will your data be used?**

Entreprenality collects your data in order to:

- Provide you with the services we offer
  - With services, there is being referred to the information provided via the website and social media
  - Intake procedure services
  - Quality coaching services
- Update you about special offers and new resources on the website

### **How is your data stored?**

Entreprenality securely stores your data within the client administration (general information) and your personal client file that is protected by pseudonymisation and passwords.

According to the APA (2019), a psychologist is allowed to store client files for maximum 7 years. Since Entreprenality doesn't work with clinical patients and the behaviour described is most likely very affected by the contemporary context of the client, the client file will be kept for 2 years. Once this time period has expired, we will give you a notification before and after the information is being deleted.

### **Marketing**

Entreprenality would like to send you information about products and services of ours that we think you might like. If you have agreed to receive marketing, you may always opt-out at a later date. This means you have the right to stop Entreprenality from contacting you for marketing purposes, at any time.

### **What are your data protection rights?**

Entreprenality would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access – You have the right to request Entreprenality for copies of your personal data. We may charge you a small fee for this service.
- The right to rectification – You have the right to request that Entreprenality correct any information you believe is inaccurate. You also have the right to request Entreprenality to complete the information you believe is incomplete.
- The right to erasure – You have the right to request that Entreprenality erases your personal data. Entreprenality will do so if the information you want to erase does no longer serve its purpose anymore. Client files will be stored for 2 years in case the information might be needed in future processes. After that period of time, the file will be deleted.
- The right to restrict processing – You have the right to request that Entreprenality restricts the processing of your personal data. However, this applies to all the data after the request and NOT before the request. Do notice, that restrictions of data processing will affect the coaching process and could lead to termination of the process when it becomes impossible for Entreprenality to provide its services. Entreprenality will tell you what effects your request will have.
- The right to object to processing – You have the right to object to Entreprenality's processing of your personal data, under certain conditions.
- The right to data portability – You have the right to request that Entreprenality transfers the data that we have collected to another organization, or directly to you.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email [info@entrepreneurality.org](mailto:info@entrepreneurality.org)

## **This is the Cookie Policy for Entrepreneurality**

### **What are cookies**

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloaded to your computer, to improve your experience. This page describes what information they gather, how they are used and why Entrepreneurality sometimes needs to store these cookies. In this document it is also shown how you can prevent these cookies from being stored; however this may downgrade or 'break' certain elements of the sites functionality.

For more general information on cookies, please read "[What Are Cookies](#)".

### **How Entrepreneurality uses cookies**

Entrepreneurality uses cookies for a variety of reasons detailed below. Unfortunately, in most cases, there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use.

### **Disabling cookies**

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this website and many other websites that you visit. Disabling cookies will usually result in disabling certain functionality and features of this site. Therefore it is recommended that you do not disable cookies.

### **The cookies Entrepreneurality sets**

- Email newsletters related cookies

This site offers newsletter or email subscription services and cookies may be used to remember if you are already registered and whether to show certain notifications which might only be valid to subscribed/unsubscribed users.

- Surveys related cookies

From time to time user surveys and questionnaires are offered to provide you with interesting insights, helpful tools, or to understand the user base more accurately. These surveys may use cookies to remember who has already taken part in a survey or to provide you with accurate results after you change pages.

- Site preferences cookies

In order to provide you with a great experience on this site, Entrepreneurality provides the functionality to set your preferences for how this site runs when you use it. In order to remember your preferences, cookies need to be set in order to call the information whenever you interact with a page. Then the page will be affected by your preferences.

### **Third-party cookies**

In some special cases, Entrepreneurality also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site.

- This site uses Google Analytics which is one of the most widespread and trusted analytics solutions on the web for helping us to understand how you use the site and ways in which we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

For more information on Google Analytics cookies, see the official Google Analytics website.

- Entreprenality also uses social media buttons and/or plugins on this website that allow you to connect with your social network in various ways. For these to work, the following social media sites including; Facebook and Instagram will set cookies through our site which may be used to enhance your profile on their site or contribute to the data they hold for various purposes outlined in their respective privacy policies.

### **More information**

Hopefully, that has clarified things for you. As was previously mentioned, if there is something that you aren't sure of whether you need it or not it's usually safer to leave cookies enabled in case it does interact with one of the features you use on the website. This Cookies Policy was created with the help of the [Cookies Policy Template Generator](#) and the [Privacy Policy Template Generator](#).

If you are still looking for more information then you can contact us through: [info@entreprenality.org](mailto:info@entreprenality.org)

### **How to contact the appropriate authorities**

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

<https://ico.org.uk/>