

**SouLight  
Shining bv**



Soulight Shining BV, situated at Gaspeldoornlaan 1C 5552 GA Valkenswaard, The Netherlands is responsible for the processing of personal information as stated in this privacy policy.

**Contact information:**

<https://www.annemiekdouw.com>

Gaspeldoornlaan 1C 5552 GA Valkenswaard +31408434566 (contact via Douw coaching)

Annemiek Douw is the Official for Data Protection of Soulight Shining BV. She can be contacted by sending an email to [soulight@annemiekdouw.com](mailto:soulight@annemiekdouw.com)

**Personal information processed by us**

Soulight Shining BV processes your personal data when you make use of our services and/or because you supply us with your personal information.

Please see the list of personal information which is processed by us here below:

- First name and surname
- Date of Birth
- Place of Birth
- Address
- Telephone number
- Email address
- Skype address
- Remaining personal information which is actively provided, for instance by filling in the consent form, creating a personal profile on the above mentioned website, in correspondence and by phone.
- information given during a healing

**Goal**

Soulight Shining BV processes your personal information for the following reasons:

- For courses and workshops, book sales, healings and other services and goods

- To process your payment
- To be able to contact you by telephone or email, when necessary in order to carry out our services.
- To inform you on changes to our services and products (via newsletter max. twice a year)

### **Automated decision-making**

Soulight Shining BV makes no automated processing-based decisions on issues that may have (major) consequences for any person. There will always be a fellow-worker involved or Annemiek Douw herself. Soulight Shining BV uses the following computer programmes or other systems that contain a form of automation: 'Snelstart' for the automatic generation of invoices (when the invoice number is registered with the payment), Paypal and Cvita (independent agenda planning by client)

### **How long (do) we keep personal information?**

Soulight Shining BV saves personal information after a consult according to the guidelines of the professional association and those required by law. Course applications are stored to inform you of new course dates until you request otherwise.

### **Viewing, changing or deleting information, consulting other practitioners**

Soulight Shining BV does not supply personal information to third parties, except when this is necessary to effectuate our agreement with you, or to comply with a legal obligation. If you wish to access, correct, delete or transfer your personal information, to withdraw your permission, or object to its processing, you can let us know by sending an email to [soulight@annemiekdouw.com](mailto:soulight@annemiekdouw.com). Should you wish for consultation to take place between Annemiek Douw and another practitioner, you can contact us on aforementioned email address. For this, you will be charged according to the normal hourly rate.

To ensure that the request for access is done by you, we require you to include a copy of your identity document with your written request. We ask you to render the passport photo, the MRZ (machine readable zone, the row of numbers at the bottom of the passport), passport number and social security number illegible by using a black marker to protect your privacy. We will react to your request as quickly as possible, but within four weeks.

### **Cookies or any other similar techniques used by us**

Soulight Shining BV does not use cookies or any other similar techniques.

### **Complaints**

Soulight Shining BV would further like to point out that you may file a complaint with the national supervisory authority, the Personal Data Protection Authority. Please use

the following link: <https://autoriteitpersoonsgegevens.nl/nl/contact-met-de-autoriteit-persoonsgegevens/tip-ons>.

### **How we safeguard personal data**

Soulight Shining BV takes the protection of your personal information seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your data is not properly safeguarded or there are indications of abuse, please contact me and my assistants at +31 40 8434566 or via [soulight@annemiekdouw.com](mailto:soulight@annemiekdouw.com)