

Privacy & Cookie policy

This privacy policy explains how we use any personal information we collect about you.

Who are we?

The WORKwise Company is a training and consultancy organisation providing training, advisory and coaching services worldwide. We believe that improving individual, team and organisational effectiveness will lead to greater impact.

How do we collect information from you?

We collect information about you when you are in one of our programmes or request information on our work. We will also hold information about you in the course of carrying out any work with or for you or your organisation.

What information do we collect about you?

The personal information we collect may include your name, your organisation, your role, email address, phone or skype details.

How will we use the information about you?

Once we receive your information, we make our best effort to ensure its security on our systems. We will only use your information to:

- Facilitate contact during our collaboration period
- Respond to a request from you
- Notify you of new programmes and news from The WORKwise Company.

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

Who has access to your information?

We will not sell or share your information with third parties beyond The WORKwise Company for marketing purposes or other purposes unless either you or we have requested and agreed to do so.

We are committed to achieve compliance with the General Data Protection Regulation.

Marketing

You have a choice about whether or not you want to receive information from us. We will not contact you for marketing purposes unless you have given your prior consent. If you no longer want to receive communication from us you can let us know by emailing info@workwise.network.

Accessing and updating your information

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email info@workwise.network. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. You can also request us to permanently remove some, or all, of the information that we hold about you. If you would like us to remove your records please email us at info@workwise.network.

Use of 'cookies'

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website. You can set your browser not to accept cookies.

How to contact us

You can contact us by email at info@workwise.network.

How to make a complaint

We want you to be happy with the way we use the information you give us. If you would like to make a complaint, please email info@workwise.network. We will contact you within two working days.

You can make an independent complaint to the Dutch Data Protection Authority (Dutch DPA):

<https://autoriteitpersoonsgegevens.nl/en>.

Review of this policy

We review our privacy policy regularly and will place any updates on this web page. This privacy policy was last updated on 30th March 2022.