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## Privacy Policy

### Nederlandse Stichting Gestalt (NSG)

#### 1. Introduction

Nederlandse Stichting Gestalt (“**NSG**”, “**we**”, “**us**”, or “**our**”) attaches great importance to the protection of personal data and respects the privacy of all individuals whose personal data we process, including students, participants, clients, instructors, and website visitors.

This Privacy Policy explains **how NSG collects, uses, stores, and protects personal data** in connection with its educational and training activities, in accordance with the **General Data Protection Regulation (EU) 2016/679 (“GDPR”)** and applicable Dutch privacy legislation.

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#### 2. Data Controller

The data controller within the meaning of the GDPR is:

##### **Nederlandse Stichting Gestalt (NSG)**

Website: [www.nsgestalt.nl](http://www.nsgestalt.nl)

Registered office: The Netherlands

For questions regarding this Privacy Policy or the processing of personal data, NSG can be contacted via the contact details published on its website.

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#### 3. Scope of Application

This Privacy Policy applies to the processing of personal data in connection with:

- enrolment in and participation in Trainings, including In-company / Custom Trainings;
- Distance Contracts and provision of digital or electronic Study Materials;
- administration, invoicing, and payment processing;
- examinations and certification (where applicable);
- complaints handling and dispute resolution;
- communication with students, participants, clients, and instructors;
- use of the NSG website and related online services.

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## **4. Categories of Personal Data Processed**

NSG may process the following categories of personal data, depending on the nature of the relationship:

### **4.1 Identification and contact details**

- first and last name;
- address details;
- e-mail address;
- telephone number;
- date of birth (where relevant for admission requirements).

### **4.2 Training and participation data**

- training or programme enrolled in;
- attendance and participation records;
- progress, evaluations, and feedback;
- certification or examination results (where applicable).

### **4.3 Administrative and financial data**

- invoicing and payment details;
- employer details (where the employer pays or co-signs);
- correspondence relating to payments or cancellations.

### **4.4 Website and communication data**

- correspondence by e-mail or other communication channels;
- information submitted via website forms;
- technical data such as IP address, browser type, and website usage data (to the extent applicable).

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## **5. Purposes and Legal Bases for Processing**

NSG processes personal data only where permitted under the GDPR and for the following purposes:

1. **Performance of a contract**

To conclude and perform Training Agreements, including enrolment, provision of Trainings and Study Materials, examinations, and certification.

2. **Legal obligations**

To comply with statutory obligations, including financial and tax administration and record-keeping requirements.

3. **Legitimate interests**

For internal administration, quality assurance, handling complaints, safeguarding the integrity of educational programmes, and improving NSG's services.

4. **Consent**

Where required, for example for optional communications or specific uses of data. Consent may be withdrawn at any time.

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## **6. Provision of Personal Data**

The provision of certain personal data is necessary in order to enter into and perform a Training Agreement.

If required personal data is not provided, NSG may not be able to offer or properly perform the Training or related services.

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## **7. Data Sharing and Recipients**

NSG does not sell personal data.

Personal data may be shared only with:

- instructors, examiners, or external examination institutes involved in the Training (where applicable);
- service providers acting on behalf of NSG (such as IT, administration, or payment service providers), subject to appropriate data processing agreements;
- public authorities where required by law.

Personal data is not transferred outside the European Economic Area unless appropriate safeguards are in place in accordance with the GDPR.

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## **8. Data Retention**

NSG does not retain personal data longer than necessary for the purposes for which it was collected, taking into account statutory retention periods.

In particular:

- administrative and financial data is retained in accordance with legal retention obligations;
  - training and participation records are retained as long as necessary for educational, certification, and quality assurance purposes;
  - complaints files are retained in accordance with the periods described in the applicable complaints procedure.
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## **9. Data Security**

NSG takes appropriate technical and organisational measures to protect personal data against loss, misuse, unauthorised access, disclosure, or alteration.

Access to personal data is restricted to authorised persons who require access for the performance of their duties.

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## **10. Rights of Data Subjects**

Under the GDPR, data subjects have the right to:

- access their personal data;
- rectification of inaccurate or incomplete data;
- erasure of personal data (where applicable);
- restriction of processing;
- data portability;
- object to processing based on legitimate interests;
- withdraw consent at any time, where processing is based on consent.

Requests relating to these rights may be submitted using the contact details published on the NSG website.

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## **11. Complaints**

If a data subject believes that NSG's processing of personal data infringes applicable data protection law, the data subject has the right to lodge a complaint with the competent supervisory authority, without prejudice to any other administrative or judicial remedy.

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## **12. Amendments to This Privacy Policy**

NSG reserves the right to amend this Privacy Policy.

The most recent version will be published on the NSG website. Material changes will be communicated where appropriate.