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## PRIVACY- AND COOKIE STATEMENT

### COMPANY DETAILS

I AM  
Monique Muijres  
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9230 Flawil

+41 078 918 8644

[www.moniquemuijres.com](http://www.moniquemuijres.com)  
[info@moniquemuijres.com](mailto:info@moniquemuijres.com)

### 1. PROCESSING PERSONAL DATA

The processing of personal data is done in accordance with the requirements of the General Data Protection Regulation. A number of services and plug-ins are used for the website and the operation of the website ([www.moniquemuijres.com](http://www.moniquemuijres.com)). Below is an explanation of how to use these services and plug-ins.

#### COOKIES

Cookies are used for the best possible functioning of this website. A cookie is a file that is sent by a website (in this case [www.moniquemuijres.com](http://www.moniquemuijres.com)) and is placed on the hard drive of your computer by the browser. The information generated by the cookie about your use of this website (including your IP address) is transmitted to and stored by Google on servers in the United States.

This website places cookies from Google. The information that Google receives from the cookie is analysed. This information is anonymized as much as possible. Google will only share the information obtained with third parties if they are legally obliged to do so or insofar as third parties process the information on behalf of Google. Google has not received permission from us to use information for other Google services.

#### GOOGLE ANALYTICS

To obtain insight into the use of the website in order to be able to optimize it for use, Google Analytics is used. This service analyzes the data of website visitors. An IP address is not visible and can therefore not be traced back to a person for us. For more information about the policy of Google Analytics, see the Google website.

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SIMPLY BE... AS YOU ARE 



#### **SOCIAL MEDIA CHANNELS**

Monique Muijres uses various social media channels, namely: Instagram and Twitter. To make it as easy as possible for the customer, Monique Muijres uses buttons, links and/or contact forms. These social media channels also collect information that they can obtain through the cookies. Read the privacy statements of the social media channels used by Monique Muijres to find out what they do with the collected information.

#### **NEWSLETTER**

When you have registered for a newsletter at moniquemuijres.com, I would like to inform you that cookies are also used for this. More information about Active Campaign's cookies can be found in their privacy policy.

#### **DISABLE AND DELETE**

You can prevent the installation of cookies by setting your browser software accordingly. By using this website, you consent to the processing of the data collected about you by Google in the manner described above and for the purpose set out above. Use the help function of the browser if you need support.

## **2. GENERAL PRIVACY**

Monique Muijres does not collect or process any personal data. Personal data is only stored when it has been consciously provided to her by the customer. Monique Muijres will keep all information regarding the client that is received in the performance of treatment or provided services confidential and does not make this information available to third parties, except insofar as Monique Muijres has obtained permission.


## **3. INFORMATION COLLECTED**

Information is stored for various reasons. Below you can read which information is stored about you and for what purpose.

#### **CONTACT FORM**

You can ask a questions or book an appointment via the contact form. It asks you to fill in your name and e-mail address, and of course your question. In this way I know from whom the question comes and can answer them by e-mail. If you enter your telephone number, I may also contact you by telephone. You are not obliged to provide your telephone number. Information is also used to send invoices, which will be send to your email address.

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#### NEWSLETTER

You will only receive a newsletter from Monique Muijres if you have explicitly registered for it. Active Campaign is used to distribute the newsletter. As a result, your data (name and e-mail address) are also known to them. Do you want to unsubscribe? That is always possible.

#### ACCOUNTANCY

The company uses an accounting program for its bookkeeping. In this the invoices that are created after you have used a service are collected. As a result, your name and address details are known to our accounting program.

#### 4. LEGAL BASIS FOR PROCESSING PERSONAL DATA

In order to be allowed to store and use your data, Monique Muijres must have a legal basis, a condition that is necessary to be able to process data. The following basis(s) apply:

The details e-mail address, telephone number and payment details (in case of payment by invoice) are necessary for the execution of the agreement or purchase of the offered services. Monique Muijres cannot do her job without name, address(es), e-mail addresses and payment details.

Permission will be asked and has to be given by you, to send the newsletter. You can always withdraw this permission. In addition, permission is requested for the processing of health data. We will also ask for permission when it concerns children.

#### 5. SHARE INFORMATION WITH OTHER PARTIES

Monique Muijres does not sell your data to third parties and will only provide / hand it over if this is necessary for the execution of the agreement with you or to comply with a legal obligation.

#### 6. DURATION OF STORAGE

Monique Muijres does not store your data for longer than is strictly necessary to achieve the goals for which she collected your data. After completion of the assignment, the data necessary to comply with the administrative obligations arising from legislation and regulations will be kept for 7 years after the invoice has been paid (when paying by invoice). When you unsubscribe from the newsletter, your data will be deleted after a maximum of 3 months.



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## 7. RIGHTS

You have the right to view the stored personal data, to correct it, to have it deleted, to have it transported to another company that needs your data, to minimize it to only the data that is necessary and you have the right to object against storing the data. If you want to make use of one of the rights mentioned above or if you have a question, fill out the contact form or send an e-mail to [info@moniquemuijres.com](mailto:info@moniquemuijres.com).

## 8. DATA SECURITY

Monique Muijres takes the protection and privacy of your data seriously and therefore takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you feel that your data is not properly secured or there are indications of misuse, please contact [info@moniquemuijres.com](mailto:info@moniquemuijres.com). Do you have a complaint about the processing of your personal data? Please contact the Data Protection Authority.

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