



PRIVACY POLICY

The purpose of this statement is to explain what information I collect about you as a customer, why and how I gather the information and how to contact me if you want to know more about my processing of your personal information.

Data Controller

Helene Bjerg CVR No. 27061559
St Kongensgade 36, 2 mf.

The purpose of collecting and recording information

When you are a customer with me, I collect personal information in order to offer you the services that you have engaged in. All the personal information I collect is provided by you and may contain name, email, personal data relevant to the process as well as date of birth. Thus, during our joint work I take notes both in hand and digitally. Additionally, presentation material is prepared for the delivery of the benefit you have hired me.

Over all, I collect only the personal information needed to deliver the services you have hired me to deliver. I do not collect personal information about you from third parties.

When you sign up for my newsletter on my website, I register your name and email and you are free to delete your registration at any time by unsubscribing the newsletter.

If you either follow or think about my author page on Facebook, you will automatically receive advice on all my events and postings. You can delete your membership at any time.

As shown in the agreement you sign when you work with me, your personal data is treated as confidential in an unlimited period of time.

Legal basis

I process your personal information based on the consent you have given when signing a delivery agreement.

Disclosure of information

As a starting point, I do not disclose your personal information. However, there may be exceptions to the extent that I am required to do so by law.

In order to support my own development, I take supervision, which means that I have conversations with third party about my coaching and development processes, however, without sharing any personally sensitive information.



Storage

I only store your personal information as long as necessary for the purposes stated above. Generally, many come back for advice or sparring after completion of an engagement, and then old notes and material will be highly relevant. Therefore, I keep sensitive material for 5 years after which it is deleted.

Security

I have taken some technical and organizational measures against the fact that your information is accidentally or illegally deleted, published, lost, impaired or comes to the knowledge of a person, misused or otherwise treated in violation of the law.

Access to your personal information

You may at any time request insight into the personal information that I have about you and you are entitled to receive a copy of this information. You can also request that I correct or update the information. Finally, you can always request that I delete personal information that I keep about you. If you would like to use the above rights or if you have questions about how I process your personal information, please contact me at helene@helenebjerg.dk

Withdrawal of consent

You may at any time withdraw your consent for my processing of your personal information. However, if you withdraw your consent, this will not affect the legality of the treatment that has been made prior to the withdrawal of consent.

If you wish to withdraw your consent, please contact me at helene@helenebjerg.dk.

Indictment

If you believe my processing of your personal information is inappropriate, I ask you to contact me first so that we can discuss the matter and hopefully find a solution.

Complaints about my processing of information may be directed to the Data Inspectorate. You will find the Data Inspectorate's contact information by following this link:

<https://www.datatilsynet.dk/omdatatilsynet/kontakt/>

I reserve unilaterally the right to update, reshape and modify this personal statement.

The best greetings

Helene Bjerg
Helene Bjerg Executive Cocahing