

## Privacy Regulations Stichting Herstelcirkels (Foundation Restorative Circles NL)

Mail: herstelcirkels(at)gmail.com – replace (at) by @

Website: www.herstelcirkels.nl

Address: De Verdieping, Kanonsdijk 7, 3737 MS Groenekan

KvK number: 63601567

Stichting Herstelcirkels has read and aims to comply with the General Regulations concerning the Protection of Personal Data ('Algemene Verordening Gegevensbescherming - AVG) which enters into force per 25-05-2018.

Stichting Herstelcirkels does not have any employees. Stichting Herstelcirkels requests participants of a Restorative Circle only a minimum of personal data required for contact: name, telephone number and mail address of the participant, address if relevant, names of the other participant(s), and -and if they give permission- the same data of the other participant(s).

After finishing a Restorative Circle, personal data is removed from the cell phones of the facilitators and either completely deleted or -with permission of the person involved- stored in a back-up address-book on a computer (protected by a password) of the facilitators for a maximum of seven years. Notes and/or a summary can be kept during a maximum of seven years. Details concerning remuneration must be kept for a maximum of ten years.

Stichting Herstelcirkels keeps an anonymous list of the Restorative Circles which are facilitated in order to track the numbers and duration, without personal data of the participants.

Lists of the participants at a training, practise groups and others who have expressed interest are kept with permission of those concerned, in order to be able to invite them to further training workshops, practise groups and/or other events. Whenever an invitation is sent it, it also includes the possibility of requesting to have all personal data deleted either temporarily or definitely.

Stichting Herstelcirkels only shares personal data with third parties with prior consent of the person involved. Special or sensitive data is not stored. Personal data is not processed automatically nor processed by third parties for the foundation. Personal data is not sold. The site only has functional and analytical cookies which do not track personal behaviour. There is no form on the website. The hosting service keeps the security up-to-date. All board members of Stichting Herstelcirkels are responsible, both individually and collectively, for timely reporting any data leaks to the Authority on Personal Data ('Autoriteit Persoonsgegevens').

All those whose personal data is received, used -to make contact- and stored by Stichting Herstelcirkels (name, telephone number, mail and possibly address) have the following rights:

- the right to see one's own personal data (self-supplied)
- the right to have this data corrected
- the right to have this data deleted
- the right to limit the use of this data
- the right to protest against using this data
- the right to request the transferral of this data (data portability) and
- the right to file a complaint with the Autoriteit Persoonsgegevens.

When an explicit written request concerning these rights is submitted at herstelcirkels(at)gmail.com - replace (at) by @-, Stichting Herstelcirkels will usually react within one month. During vacations, the period may be extended to two months. If it is not possible to react concerning the contents of the request within one month (or in case of vacations, within two months), the person concerned may be informed that the answer may take another one month at the most. No costs will be charged for the handling of such a request, unless the request is excessive or clearly illegitimate.

These Privacy Regulations have been adapted at Groenekan on 20180530