

# Expertized!

DELIVERING EXPERT VALUE

## Privacy Policy Expertized! "EVE questionnaire"

Expertized! respects your privacy - we take the protection of your personal data very seriously. This policy determines how we use the information that you provide to us via the EVE questionnaire. We only collect your personal information via the EVE Questionnaire with your permission and in accordance with this policy.

### Summary

When completing the EVE Questionnaire, the information that you provide is securely transmitted via the internet to our servers in Amsterdam. We use this information to generate an EVE profile. Here you can find an example of a profile. You will receive your EVE profile after completing the questionnaire (you can download it directly) and / or during the workshop by one of our certified facilitators. The EVE facilitator will not share your profile with others without your permission (including your employer or organization).

We never sell personal data for any purpose.

### Below is a detailed explanation of the following:

- What information do we collect?
- What do we do with your information?
- Who has access to your data?
- Where do we store your data and how do we protect it?
- To which countries can we send your data?
- How long do we keep your data?
- How can you contact us about your personal data?

### About us

Expertized! B.V. (owner and developer of EVE) is registered in Rotterdam KVK 58914781. Our office is registered at the following address: Siciliëboulevard 120, 3059XT in Rotterdam. Expertized! is the "controller" (data controller) for all information that you provide via the EVE Questionnaire. The information you provide is stored on our servers in Amsterdam.

### What information do we collect?

Personal data. If you agree with this policy, the EVE Questionnaire collects the following required "personal information":

- Name;
- Name employer / organisation;
- E-mailadres;

### Preferred data

After you have entered your personal details, you will see a number of word pairs and you will be asked to indicate which of these words best describes you or your preferences. Expertized! use these answers (which we call your "preference data") to generate your profile.

### IP address

Our servers record the IP address of the computer on which you complete the EVE Questionnaire. This information is only used to resolve technical issues that may arise during the completion of the EVE Questionnaire and to ensure the safety and operation of the website. We will delete the IP address after six months.

### What do we do with your information?

Expertized! will use your personal information and your preference information for the following purposes:

- To generate your EVE profile and to be able to give you a copy of your profile during a workshop or feedback interview with an accredited EVE facilitator;
- To pass on your 'position point' at the request of your employer and to create a 'team view' in which the position points of you and your colleagues are shown in relation to each other.

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The position point is the starting point (type of average score) of all answers to the six Expert roles. The team view is a summary of all the scores of your team members.

## **The use of your data after the workshop**

After the workshop or conversation, Expertized! will save your data on their secure servers, unless you request us to delete it. We use this data for the following purposes:

- If you complete the EVE Questionnaire at a later, we can hand over your previous profile(s). Then you can see how your preferences may change over time.
- We may ask for feedback from you, for example through a survey. We can also send you information and suggestions so that you can optimally use your profile for your continuous personal development.

## **The use of your data after the workshop**

After the workshop or conversation, Expertized! your data on our secured servers, unless you request us to delete it.

## **Who has access to your data?**

We only share your EVE profile and preference data with the EVE facilitator before he / she passes it on to you. All accredited EVE facilitators are employees or associate partners of Expertized!

To be able to keep their license, all accredited EVE facilitators are required to treat your personal data in strict confidence and in accordance to this policy. They only share your information with others (including your colleagues and your employer) if that a). is expressly permitted under this policy or b). you have given your permission for this. During a workshop, the facilitator may ask you to share information from your profile with the group. However, you decide what you want to share and when.

Accredited EVE facilitators can be supported by an administrative assistant to prepare your profile feedback. The "contact" that an administrative assistant has with your profile serves solely the purpose of supporting the practitioner or handing over a copy directly to you.

If your employer or client requests a Team view, we will grant that request. However, we will never share your EVE profile without your explicit permission.

We never sell your personal information to others and do not use your profile, personal information or preference information for marketing purposes.

## **Where do we store your data and how do we protect it?**

All data collected via the EVE Questionnaire is sent securely over the internet with at least 256-bit TLS encryption protocols. The data is stored in the EVE database, on secure servers in an ISO 27001-certified data center in Amsterdam.

Expertized! has implemented a security policy, rules and technical measures that are consistent with industry-specific standard protocols. These security measures are intended to prevent unauthorized access, misuse or disclosure, unauthorized alteration, unlawful destruction, and accidental loss.

## **To which countries can we forward your data?**

Expertized! offers products and services to customers around the world. We save your preference data and profiles in our data center in Amsterdam. We only send your data outside the European Economic Area (EEA) in the following situations:

- You live outside the EEA and we send your data to you;
- We send your data to a facilitator appointed to provide you with your data and the facilitator is contractually obliged to keep your data strictly confidential, in accordance to this policy and with the General Data Protection Regulation (according to regulation (EU) 2016 / 679 of the European Parliament and of the Council [2016] OJ L119 / 1).

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## **How long do we keep your data?**

Expertized! only saves data for as long as necessary to fulfil these purposes. We will remove your personal data from our records upon your request. A request to delete your personal data must be sent by e-mail to [info@expertized.nl](mailto:info@expertized.nl).

## **How can you contact us about your personal data?**

For questions about this policy, contact Michael Richardson

Michael Richardson

Partner at Expertized B.V.

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