

Amsterdam Wine Academy

Privacy statement

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1. Introduction Amsterdam Wine Academy Privacy Statement

This is the privacy statement of Amsterdam Wine Academy. This privacy statement applies to all privacy-sensitive information or personal data that you provide to us, for example when you send an e-mail to us. We clearly explain how we store your data, how long it is stored and what exactly the purpose of the data processing is. In addition, we give you clear insight into how you can exercise your rights with regard to data processing.

What exactly does Amsterdam Wine Academy do?

Amsterdam Wine Academy offers wine courses for WSET levels 1, 2 and 3. The available courses offer opportunities for every level of wine lover to develop further. The wine courses are WSET recognized, where you also receive a certificate when you complete the course. We offer courses in both Dutch and English, so that you can always understand the finer details.

Because we process (or have processed) personal data in various situations, we have opted for an extensive privacy statement. Occasionally there are situations in which Amsterdam Wine Academy has to collect and process/use your personal data. It is important that you are informed as to what happens to your personal data and how you can communicate your wishes with regard to the handling of personal data.

Amsterdam Wine Academy takes your privacy very seriously and will use and process personal information in a secure manner. All articles in this privacy statement are in accordance with the applicable [\(General Data Protection Regulation GDPR legislation\)](#). This European privacy legislation has been applicable in the Netherlands since **25 May 2018**.

Do you have doubts or questions about the processing of data by Amsterdam Wine Academy? Please feel free to contact us via the details below.

info@amsterdamwineacademy.com

Gerard Doustraat 16H | 1072VP | Amsterdam
Chamber of Commerce (KvK) No. 81143257

2. Categories of personal data

In order to be able to support our visitors and customers as well as possible, it is necessary for us to collect/process certain data, including personal data. Personal data is all data that can be traced back to a natural person. The personal data that we (generally) process are:

- First and last name;
- Address;
- Telephone number;
- IBAN;
- Gender;
- Date of birth;
- (Personal) e-mail address (please note: under the GDPR, certain company e-mail addresses may be designated as personal e-mail addresses. Think of the e-mail address Simon.Sinkel@bedrijf.nl).

We only store and use the personal data that are provided directly by you, or of which it is clear that they are provided for processing by Amsterdam Wine Academy, for example when filling in a registration form.

3. Basis and purposes for data processing

Under the GDPR legislation, we are obligated to have a lawful basis for the processing of your personal data. **Article 6 paragraph 1 sub a, sub b and sub c** of the GDPR are applicable to our situation: the processing of your personal data is done on the basis of consent, because it is necessary for the execution of an agreement between you and Amsterdam Wine Academy or because it is necessary to comply with our legal obligations.

Article 13 paragraph 1 sub c of the GDPR then requires us to clearly indicate for which '**processing purposes**' the personal data are intended. Below is therefore an overview with the applicable processing purposes.

There are a number of purposes for which Amsterdam Wine Academy collects your data:

1. Contact us

If you have contacted Amsterdam Wine Academy in any way, the data you provide will be stored and used for the course of further contact. The contact can be via e-mail or telephone. This data is collected by, for example, filling in the contact form.

2. The agreement

When an agreement is made, Amsterdam Wine Academy needs certain information. Without this information, it is not possible to properly execute the agreement. Think of first and last name, telephone number, IBAN, gender and date of birth. This information is necessary, among other things, to be able to issue your diploma.

3. Accounting

Amsterdam Wine Academy is legally obligated to keep a thorough accounting. For this purpose, the data that is usually present on quotations or invoices are stored. Think of data such as your name and, if necessary, bank details.

4. Invoicing

Certain data is processed for sending the invoices, including name and address details and billing address.

5. Cookies, placed via <https://amsterdamwineacademy.com/>

In order to use the website and to make the website function properly, a number of data are stored. Think of statistical data about surfing behavior and website visits (scrolling and clicking behavior).

Please note: With regard to cookies, we comply with both the GDPR and the Dutch Cookie Act (Telecommunicatiewet article 11.7A). This means that more detailed information about cookies is given in a separate document: [our cookie statement](#).

4. Storage period

Above we have indicated for which processing purposes we use your personal data. According to **Article 13 paragraph 2 sub a of the GDPR**, we additionally must indicate the storage period of personal data.

1. Contact us

If the contact does not lead to the performance of a service or work, the data provided by you, such as the e-mail address, will be stored for a maximum period of **two (2) years**.

2. The agreement

All data relating to an agreement will in any case be kept for the period that the agreement is active. At the time the agreement has expired or been completed, we will retain this data for **two (2) years**. This is so that you can make a new start with the course. If you have already reached the highest level, your data will be kept for a maximum of **six (6) months** in order to organize the graduation ceremony.

3. Accounting

In order to keep sound accounts, we must keep personal data related to financial purposes for a statutory period of **at least seven (7) years**, possibly increased by **five (5) years** for internal accounting.

4. Invoicing

The data for this purpose will be kept **for seven (7) years** after the preparation of the documentation. This is unless a longer storage period is necessary in connection with legal obligations, limitation periods and/or an expected legal dispute.

5. Cookies, placed via <https://amsterdamwineacademy.com/>

All information relating to cookies is explained in detail in [our cookie statement](#).

5. Recipients of personal data

Amsterdam Wine Academy shares personal data with third parties in certain cases: this only happens when this is strictly necessary. In all cases, Amsterdam Wine Academy will comply with the GDPR legislation, specifically **Article 28 et seq. GDPR**, as the controller.

Below we offer you an overview of external parties with whom we share your personal data.

Overview of third party(s) who receive personal data from you:

- **Google**

Certain cookies on this website may collect certain data, this data may be shared with Google, depending on the cookie settings of the website visitor. For more information about Google's privacy policy, please see [Google's Privacy Statement](#).

- **Coachview**

Coachview provides a software package for course agencies and educational institutions. The software is both a means to schedule courses and to function as a CRM system. Would you like to know more about the privacy policy of Coachview? You can read [the privacy statement on their website](#) for more information.

- **WSET**

WSET (Wine & Spirit Education Trust) is the largest provider of qualifications in the field of wine, distilled and sake. When you complete your course you will receive a certificate with your personal data from this organization. For more information about how WSET handles your personal data, please refer to [the WSET Privacy Statement](#).

Furthermore, we will not provide the data you provide to other parties, unless this is required by law. If we share personal data with a party other than the parties mentioned above, we will first ask your permission for this, for example by amending the privacy statement of Amsterdam Wine Academy.

6. Security

Personal data are only accessible to the authorized employees of Amsterdam Wine Academy. The devices on which your data is stored are locked with a password and/or fingerprint scan and/or facial recognition. This obviously concerns the necessary devices, such as computers, laptops and mobile phones.

Amsterdam Wine Academy keeps a secure backup of your personal data. The backup is offline and is not connected to the Amsterdam Wine Academy network by default. This backup resists ransomware attacks, hackers, and less obvious things like bit rot.

For the website or digital data sent Amsterdam, Wine Academy uses firewalls and virus scanners. Your visit to the Amsterdam Wine Academy website is also secured by "https" security. This means that your connection to Amsterdam Wine Academy is private.

Furthermore, we use a closed software that is additionally protected with a password. Only the authorized personnel have access to this system.

For the sake of completeness, below is more information regarding our online security:

- All devices that have access to your personal data and are part of the processing of personal data are password protected. These passwords are renewed regularly.
- Security software, such as a firewall and shut down programs.
- We send your data via a secure internet connection. You can see this in the address bar 'http' and the padlock in the address bar.
- We use a closed software.
- No personal data is physically stored.

7. Your rights with regard to your personal data

Below are the rights that you can exercise with regard to your personal data. We hereby indicate in as much detail as possible how the relevant right can be used.

a. Right of access (Article 15 GDPR)

You always have the right to view the data processed and stored by Amsterdam Wine Academy. To exercise this right, you can send an e-mail with your request to: info@amsterdamwineacademy.com.

b. Right to rectification (Article 16 GDPR)

If the data stored by Amsterdam Wine Academy turns out to be incorrect, you have the right to have this data rectified. Amsterdam Wine Academy will then replace the current incorrect data with the correct data.

c. Right to data portability (Article 20 GDPR)

You have the right to have personal data transferred by Amsterdam Wine Academy to a similar party. This refers to a party that offers and performs roughly the same services as Amsterdam Wine Academy.

d. Right to erasure (Article 17 GDPR)

In certain cases you can request Amsterdam Wine Academy to have data removed. To this end, you have the option with the **right to be forgotten**. Below you will find a list of situations in which Amsterdam Wine Academy must delete your data:

- If the data processed by Amsterdam Wine Academy is no longer necessary for the processing purpose.
- If the consent to the use of the personal data is withdrawn by you. For example, by responding to the newsletter with your request, or by emailing info@amsterdamwineacademy.com
- If you object to the processing of your data. ***In the case of direct marketing, you always have an absolute right to object.*** If your interests with regard to the processing of personal data outweigh those of Amsterdam Wine Academy, you have a relative right. The deletion of the data will then only take place if it has been demonstrated that your interests outweigh those of Amsterdam Wine Academy.
- If Amsterdam Wine Academy processes data unlawfully, you have the right to have the data deleted by Amsterdam Wine Academy. This is the case, for example, if there is no legal basis for the processing of personal data.
- If a statutory retention period has been exceeded, Amsterdam Wine Academy is obligated to delete the processed personal data.
- If you, as a data subject, are younger than 16 years old and no consent has been granted by a parent or guardian for the processing of the personal data. In this case, Amsterdam Wine Academy will immediately delete your personal data.

It is possible that there are exceptions to the right to be forgotten. For more information, please refer to the following [page](#).

e. Right to file a complaint with the Dutch Data Protection Authority

The moment you are of the opinion that Amsterdam Wine Academy does not handle your personal data in a thorough manner, you always have the right to file a complaint with the Dutch Data Protection Authority. You can do so via this [link](#). The Dutch Data Protection Authority will handle your complaint.

f. Right to stop data consumption, objection (Article 21 GDPR)

You have the right to object to data processing at any time. Especially in the case of 'direct marketing'.

Furthermore, we point out the following rights:

- **Right to restrict (part of) the processing**: under certain conditions you have the right to obtain from Amsterdam Wine Academy the restriction of the processing of your personal data. In short, this means that Amsterdam Wine Academy temporarily "freezes" the processing of the data. You can invoke this right in four situations: (1) pending the assessment of a correction request, (2) if data should actually be deleted but you do not want deletion, (3) if Amsterdam Wine Academy no longer needs the data while it is still necessary for (the preparation for) a lawsuit and (4) pending the assessment of an objection.
- **Withdrawal of consent**: you have this right insofar as we process your data on the basis of your consent. You have the right to withdraw a consent once given at any time. This has no consequences for the past, but it does mean that we will no longer be allowed to use this data. It may be that Amsterdam Wine Academy can no longer provide you with certain services.

Want to make use of the above rights?

In most cases, an e-mail to info@amsterdamwineacademy.com is enough to make use of the aforementioned rights. If we have doubts about the validity of your identity, we can use other measures to determine your identity. For example, we may ask you to provide us with a copy of your passport or ID. This is always done in the way prescribed [by the Dutch government](#). In most cases, a less invasive method of proof of identity will suffice. The use of the aforementioned rights is free of charge; barring abuse.

We would like to point out that the rights described above are not absolute rights. There may be circumstances that prevent Amsterdam Wine Academy from complying with a certain request. We will always assess each request on its own merits. If we do not (or cannot) comply with a certain request, we will of course inform you of this motivated.

8. Duties

Amsterdam Wine Academy processes your personal data, as indicated, on the basis of various legitimate interests. Your personal data will never be sold to a third party.

The data that is required to provide are the minimum personal data required for the provision of our services. If you do not provide us with this mandatory information, Amsterdam Wine Academy will not be able to offer the services (properly).

If it is necessary to share your data with parties other than the parties mentioned above, your permission will of course first be requested by changing our privacy statement. We always make changes known via the website of Amsterdam Wine Academy.

Amsterdam Wine Academy reserves the right to disclose or share data when required to do so by law, or when Amsterdam Wine Academy deems it justified to comply with a legal request or process. Amsterdam Wine academy will do the same when it comes to protecting (our) property or the organization. We will respect your right to privacy as much as possible.

Do you have any questions about our privacy statement? Please feel free to contact us via the details below.

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