

PRIVACY STATEMENT - as of February 16, 2024

When you use my website or contact me, you may be sharing personal data with me. I handle this data with care and observe the applicable laws and regulations. These laws and regulations regulate the storage and use of your personal data. In this privacy statement I explain what data I collect from you and what I do with this data. This privacy statement applies to all interactions between you and Your Other Biology Professor (YOBP), regardless of the means of communication. YOBP, registered at Driehoekstraat 100, Amsterdam, the Netherlands, is the controller of personal data as referred to in this privacy statement. Any questions or comments regarding your privacy can be sent to yourotherbioprof@gmail.com

What does “personal data” mean?

Personal data is any data that tells me something about you and can be used to identify you. This includes your name and your contact information. I do not collect and/or process special personal data (i.e. gender, race, religion). The following list shows the personal data that I do process:

- o First and last name (on contact forms; on invoices);
- o Phone number ((optional in many cases);
- o E-mail address (on contact forms; for communication regarding services);
- o Financial data (for administration and for the payment providers when payment is made via Wix Payments - refer to the specific payment processor for privacy information);
- o Information provided by you (i.e. by filling in the contact form or chat on my website, in email correspondence).

I do not intend to process personal data of persons under 16 years of age. However, I cannot verify whether a visitor to my websites and servers is over 16. If you are convinced that I have collected personal data from a minor without parental or guardian permission, please contact me via e-mail and I will delete this information, if possible. If I collect data from persons under 16 years of age, I will always do so with the consent of their parent or guardian.

Why do I process your personal data?

1. In order to answer any questions you have, or respond to your messages, I store some of your data. This allows me to know who you are and retrieve what we talked about the next time we are in touch. If you ask me any questions, I will store the following data from you: - Name - E-mail address - Telephone number (optional) - Your message

Legal basis: legitimate interest

2. To execute a contract, to arrange tutoring sessions, to be able to make/adjust appointments with you. I store the following data in order to make sure you receive the requested tutoring

services: - Name - E-mail address - Telephone number (optional) - Any other (personal) data provided by you

Legal basis: execution of the agreement

3. To be able to invoice you and for debt collection. If timely payment is not made for tutoring services received, I am entitled to initiate collection proceedings. In connection with invoicing and debt collection, I will store the following data from you: - Name and address - E-mail address - Telephone number (optional)

Legal basis: legal obligation.

My website contains social media buttons from YouTube, Instagram, and LinkedIn. The privacy policy of the specific platform applies to those links.

I use Microsoft Teams for my tutoring sessions, so when we use Microsoft Teams, their privacy policy applies. Please feel free to read how they deal with your data and privacy:

<https://learn.microsoft.com/en-us/microsoftteams/teams-privacy>

How long do I store your personal data?

How long will your data be stored? I use different storage periods for different data flows. You may request your data to be deleted at any time (see "Your Rights").

Deleted one year after our last contact: Personal data including name and contact information (address details, telephone number, e-mail)

Deleted after one year: E-mail (exceptions: emails still relevant to the execution of an agreement or the resolution of a dispute)

Removed after 7 years (legal retention period): Invoices

I do not sell your data to third parties. I will only provide your personal data if this is necessary for the execution of our agreement or to comply with a legal obligation (i.e. tax authorities, suspected fraud or other vital interest).

Cookies

YOBP website uses functional cookies. Functional cookies are used to make this website function as well as possible. The cookies are used to store settings for an optimal display, read out your browser settings in order to optimally display this website on your screen, load the website evenly, so that the site remains easily accessible. In addition, I use analytical cookies such as Google Analytics to study the behavior of my visitors and to improve my website accordingly.

You may choose to accept or decline non-essential cookies via the cookie banner that appears when you visit the YOBP homepage. You can also opt out of cookies by configuring your internet browser so that it does not store any more cookies.

Your Rights

You have the right to inspect, to correct or to delete your personal data. In addition, you may withdraw any previously given consent for the processing of your personal data by me and you may object to the processing of your personal data by me.

You also have the right to data portability: you can submit a request to me via yourotherbioprof@gmail.com to send your personal data in a computer file to you or another organization designated by you. To ensure this request was made by you, I will require a copy of identification (passport or other government-issued ID, with numbers obscured to protect your privacy). I will respond to your request as soon as possible (within 30 days).

Despite all precautions, if a data breach should occur, I will comply with the obligation to report data breaches and, if necessary, will report this breach to the Dutch Data Protection Authority within 72 hours after its detection. If you should discover a data breach, I kindly ask you to share this information with me as soon as possible but in any case within 24 hours after you detected the loss by sending me an email (yourotherbioprof@gmail.com). I will then be able to take immediate action.

Privacy Statement Validity and Amendments

This privacy statement relates to the personal data that YOBP processes for purposes mentioned above. YOBP does not accept responsibility or liability for other websites or third-party services.

We may update this privacy notice from time to time. The updated version will be indicated by an updated "Revised" date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy notice, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this privacy notice frequently to be informed of how we are protecting your information.