PRIVACY POLICY

In this privacy policy, I explain how I process your personal data and which rights you have as a customer.

I value the protection of your privacy and your personal data greatly. This privacy policy wishes to inform you in a transparent way as to the data that I will collect from and on you. This is all in agreement with Belgian and European data protection and privacy regulations. This privacy policy is applicable on this website and on all relationships between me and my potential customers and/or business partners.

By using this website and by providing us with your personal data, you explicitly agree with the way in which we collect and process your personal data.

1. WHO AM I?

This privacy policy is applicable on all websites:
> fastforwardamy.com
> fastforwardamy1.teachable.com
> fastforwardamy.myshopify.com
> fastforwardamy.plugandpay.nl
> bluewell-bv.ck.page.

BV Bluewell, (acting under the name 'FastForwardAmy'), with its registered office at 2930 Brasschaat, Struikenlaan 3, Belgium, with company registration number 0727.585.023, is responsible for processing your personal data.

For questions regarding this privacy policy or the processing of your personal data, please contact us via email at team@fastforwardamy.com or admin@fastforwardamy.com.

2. WHICH DATA DO I COLLECT AND PROCESS?

I will only collect the personal data necessary for the execution of our activities. I process different kinds of personal data, depending on which service you buy or use on this website.

You can contact me in multiple ways, via a contact form, via email, or via social media. Depending on the way in which you contact me and on the information that you provide us with, the data that is collected will vary.

I process your personal data with regards to my activities and I collect your information to, amongst other things, answer the questions you have asked via contact form or email, to send you news articles, for direct marketing purposes and, of course, to be able to implement the agreement. This information is necessary for you to be able to use my services as a coach.

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Below, you will find an overview of the data that I collect, the purpose of collecting and processing it, which legal grounds I rely on, and how long I will store this information (this list is not exhaustive):

CONTACT DETAILS

Type of information	Name, address, telephone number, email address, company name, company registration number, social media account, etc.
Purpose	I collect and process your personal data to answer your questions, asked via the website or via email, for direct marketing purposes, and to keep you posted on events and news articles. Furthermore, I use this data to implement our agreement so that I can serve you well. I can also process your data in order to execute on your orders or purchases.
	Next, I can use your personal data to publicise your reviews of my services or products online. I can post reviews for commercial purposes.
	Your personal data is also processed when you react to the content that I post.
Legal grounds	Implementation of the agreement, and consent.
Retention period	I store your information up until 12 months long, unless you send me a request to delete your data or unless the law requires different actions.
	The data that I collect for direct marketing will be stored up until you unsubscribe to our newsletter.

FACTURATION AND FINANCIAL DETAILS

Type of information	Name, billing address, telephone number, email address, bank records, and balance due.
Purpose	I collect your personal data to process your payment.
Legal grounds	Implementation of the agreement, and consent.
Retention period	I store your data for 7 years because I am obliged by law to do so.

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TECHNICAL INFORMATION

Type of information	IP address, error messages, etc.
Purpose	I collect your technical data to tailor my websites to general use and to improve them for the future.
Legal grounds	Legitimate interest and consent.
Retention period	I store your information up until 12 months long, unless you send me a request to delete your data or unless the law requires different actions.

COOKIES

Type of information	See cookie policy.
Purpose	See cookie policy.
Legal grounds	Legitimate interest and consent.
Retention period	This depends on which cookie is placed.

Legitimate interest as legal ground is understood in the context of technical information and history or logs because it is important and useful information for me to use when tailoring our websites and improving on them. Considering the data that is collected, it is impossible to violate the user's constitutional rights or their fundamental freedom.

Your consent is always freely given. You have the right to revoke this consent at all times. A retraction of your consent does not affect the processing of personal data (i) preceding the retraction, (ii) based on every legal ground for processing personal data and (iii) in case of legitimate interest for the processing of personal data.

3. DIRECT MARKETING

I will process your personal data for direct marketing purposes. This way, I can keep you posted on new events or new products or services. I will only do so with your consent, of course. You can revoke this consent at all times by emailing your request to team@fastforwardamy.com or admin@fastforwardamy.com.

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4. PROTECTION OF YOUR DATA

I have taken all necessary measures to protect your personal data against loss or against any form of unauthorized use. I will do everything within reason to protect the confidentiality of your personal data.

5. WHICH DATA DO I SHARE WITH THIRD PARTIES OR COUNTRIES?

I will not share your personal data with third parties without your explicit consent, unless I am obliged by law to do so or when this is necessary for business operations.

I share your personal data with the following third parties, among which my processors:

> Website Host: WP Engine
> Newsletter Service: ConvertKit
> Server Operator: Wordpress
> Payment Services: Shopify, Plug and Pay, Mollie, Stripe, Suffio
> Online Educational Platform: Teachable
> Other parties such as Zoom (meetings), Acquity (appointment management), and Easywebinar (webinars)

6. WHAT ARE YOUR RIGHTS AS A DATA SUBJECT?

As a data subject, you have multiple rights with regards to the personal data that is collected on you. If you wish to execute these rights, please contact me via email, on team@fastforwardamy.com or admin@fastforwardamy.com.

You have the following rights:

> The right to inspect and copy the data
> The right to change or rectify
> The right to erase the data (right to oblivion)
> The right to restrict the processing of the data
> The right to object
> The right to portability

When you submit a request to exercise your rights, I will first and foremost need to verify your identity. For this reason, you need to add a copy of your electronic ID to your request.

The exercise of your rights is free of charge. When your request is unwarranted or excessive, I can charge you a reasonable fee for the administrative costs associated with the exercise of your rights. I can also choose to not comply with your request. In that case, you will be informed of my motivations to do so.

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Regardless, I will inform you of the follow-up of your request within four weeks.

If and when this is included in European and Belgian regulations applicable to this situation, you have the right to file a complaint with the supervisory authorities.
In Belgium, this is the [Data Protection Authority](https://www.gegevensbeschermingsautoriteit.be/) - https://www.gegevensbeschermingsautoriteit.be/

7. ALTERATIONS

This privacy policy is applicable from 01/01/2020 onwards.

I can alter this privacy policy unilaterally at all times. Alterations will always be published on this website so that you are at all times informed of our policy.

8. JURISDICTION CLAUSE

This policy is governed, interpreted and executed in rule with Belgian law. In case of dispute, the case therefore falls under exclusive jurisdiction of Belgian law. The parties submit all their disputes arising out of or in connection with this policy to the exclusive jurisdiction of the Courts of Antwerp, Belgium.