# Privacy Statement

1. Introduction

At Motus Energy we are committed to protecting your personal information. It’s our belief that it’s your information, it’s personal, and as such we respect that. We also want to maintain the trust we have from our clients.

Our Privacy Statement gives you detailed information on when and why we collect your personal information, how we use it and how we keep it secure.

We will be able to provide you the coaching you deserve, because of the information you share with us.

Motus Energy is a coaching company focusing on self-development. We help the client to feel comfortable with his/her own strength and energy.

Motus Energy is the data controller of your personal information.

Contact details for Motus Energy: Drakensteyn 12, 2286 NJ Rijswijk, The Netherlands.

By phone +31(0)613066008 or you can send an email rachel@motusenergy.nl.

If you have questions regarding your information or its use, please contact Rachel Hiele by email: rachel@motusenergy.nl.

Although it is not compulsory to provide all of the information as listed below, should you choose not to, then Motus Energy may not be able to provide you with the full range of coaching that we have to offer.

2. How We Collect Your Personal Information

Generally, we collect your information when you decide to interact with us. Before the start of a coach session we will ask you to fill in an intake form. And during a coach session there could be a need to collect more personal information.

3. The Types of Information We Collect

We only collect the information that’s necessary to carry out our coaching and to keep you get and stay informed. There are occasions when you can choose not to give us certain information, but this for example, may limit the level of coaching we can offer.

Information we may collect directly from you (from the intake form):

* First name, prefix and/or last name
* Address, zip code, place of residence
* Phone number
* Email address
* Function and core tasks
* Physical complaints
* Emotional complaints
* Treatment with another physician
* Medication
* Addictive substances
* Other information the clients thinks is useful

Information that can be collected in a later coach session:

* This can be all kinds of personal information.

4. Why We Collect Your Personal Information and How We Use It

The information we hold on you will be used in several ways. Here are the main ones: to provide a coach session you have requested, inform you of events or updates you’ve asked for, provide you with aftercare or contact you if we need to obtain or provide additional information.

5. How We Handle Your Information and Other Organizations

Motus Energy will never share, sell, rent or trade your personal information to any third parties for marketing purposes.

Some of our service providers may have access to your data to perform services on our behalf. They will not use your data for anything other than the clearly defined purpose relating to the service that they are providing.

We may share your details with:

* Service providers who work on behalf of Motus Energy for the performance of any contract we enter into with them or you, for example NES Health, database services, website hosting, accountant, internet provider or email delivery service.
* Where required to do so, for example when requested by the police or a regulatory or government authority investigating illegal activities.

Despite all our precautions, no data transmission over the internet is 100% secure. So, we cannot guarantee the security of any information which you disclose to us and so wish to draw your attention to the fact that you do so at your own risk.

6. How We Protect Your Data

Protecting the personal information you entrust to us is something Motus Energy is committed to. We adopt robust and appropriate technologies and policies, so the information we have about you is protected from unauthorized access and improper use e.g. our own network is protected.

We will keep your information only for as long as is reasonably necessary for the purposes set out in this privacy notice and to fulfil our legal obligations. We will not keep more information than we need. The retention period will vary according to the purpose. For further information about how long we will keep your information, please see the table below.

|  |  |  |
| --- | --- | --- |
| Personal information | Storage period | Reason |
| First name, prefix and/or last name | 7 years | Obligation tax legislation |
| Address, zip code, place of residence | 7 years | Obligation tax legislation |
| Phone number | 7 years | For contact and for possible aftercare |
| Email address | 7 years | To send the invoice, for contact and for possible aftercare |
| Company information | 7 years | Obligation tax legislation |
| Medical information | 7 years | For coaching and for possible aftercare |
| Other personal information | 7 years | For coaching and for possible aftercare |

7. Your Choices

You should find it easy to access and amend the personal information that we hold on you, or request that we stop contacting you. It’s your data and we want to make sure you feel in control of it.

By sending an email to rachel@motusenergy.nl you can ask to remove (keep in mind the storage periods above) or update your personal information.

8. Updates or Changes to the Privacy Notice and Further Information

This statement may be updated to take into account changes at Motus Energy or for example to reflect changes to regulation or legislation.

The last update of this statement was on 17 February 2019.

Further information on data protection regulations and laws can be via the websites of the local regulators/authorities. We have listed a few for your convenience:

Language              Link

Dutch                     [https://autoriteitpersoonsgegevens.nl/nl/onderwerpen/avg-nieuwe-europese-privacywetgeving/algemene-informatie-avg](https://autoriteitpersoonsgegevens.nl/nl/onderwerpen/avg-europese-privacywetgeving/algemene-informatie-avg)
***Notice updated on 17 February 2019***