

Privacy Statement Leitmotiv Consulting bv

Introduction

As part of our services, we process your personal data.

This privacy statement explains which personal data Leitmotiv Consulting bv, located in Landgraaf at Berlageplein 7, registered with the Dutch Chamber of Commerce under number [6008690] (hereinafter referred to as “Leitmotiv Consulting”), collects and processes, for which purposes this data is used, and what our cookie policy is.

Contact Details

Personal data is processed, among others, by:

Ben Dassen | Leitmotiv Consulting bv

General

Leitmotiv Consulting respects the privacy of all visitors to its website [www.leitmotiv-consulting.nl], its (potential) candidates, and its (potential) clients. We treat your personal data with care. This data will not be sold, traded, or shared with parties that are not related to our services. Leitmotiv Consulting always complies with the requirements set by Dutch and European data protection laws.

Processing of Personal Data

Leitmotiv Consulting processes the following categories of personal data:

- Name and address details
- Contact information such as email address and telephone number
- Content of the CV
- Motivation letter submitted during job applications

We obtain personal data directly from you through our website, email, or telephone, or from third parties in the context of our services.

Purposes

- Maintaining contact
- Expanding our database of candidates and clients
- Providing effective and efficient services
- Improving our services
- Matching freelancers with suitable assignments
- Inviting contacts to events and meetings

Job Applications

When you apply for a vacancy, we request your consent to share your personal data with the relevant client, until you withdraw this consent. This includes your CV and motivation letter, along with your contact details.

Registration

When you register with us, we collect your data to keep you informed about relevant vacancies and other useful information. We will only share your data with clients after you have given explicit consent. Your data will be retained indefinitely in our database unless you request its removal.

Modifying/Removing Data

You may view and update your personal profile and CV at any time. If you wish to have all your data removed from our records, please contact us using the contact details below.

Communication

If you send us emails or other messages, we may retain them to process your requests. Your data is stored on secure servers.

Other Websites

Please note that clicking on links or logos may direct you to other websites where different privacy standards may apply. Always consult the privacy policy of the respective website.

Legal Grounds

We process personal data on the basis of the following legal grounds (Article 6 GDPR):

- Performance of a contract
- Legal obligation
- Legitimate interest
- Consent (if applicable)

Our legitimate interests include providing our services as efficiently as possible and improving the quality of those services.

Disclosure to Third Parties

As part of our services, we may share personal data with third parties, such as IT service providers or the Stichting Normering Arbeid. These parties may only process your data for the purposes for which it was provided.

We do not share your data with commercial entities or charitable organizations. In certain cases, we may share data due to a legal obligation.

Data Transfer Outside the EEA

Your personal data is not transferred outside the European Economic Area (EEA).

Retention Period

We do not store your personal data longer than necessary for the purposes mentioned, unless a legal retention obligation applies (e.g., tax laws).

Security

We take appropriate security measures to protect your personal data against loss or unauthorized access.

Some of these measures include:

- Only authorized personnel have access to personal data
- Data is stored exclusively in secure cloud environments
- No paper copies of personal data are kept
- Access to systems is secured through a protected IT environment

Cookies

Our website uses cookies. These collect information such as your IP address and device specifications. For more information, please consult our cookie policy on the website.

Your Rights

You have the right to:

- Request access to your personal data
- Correct any inaccurate data
- Request the deletion of your data
- Object to the processing of your data
- Request the transfer of your data (data portability)

You may send a request or inquiry to:

Leitmotiv Consulting bv
Berlageplein 7, 6374PC LANDGRAAF
Email: info@leitmotiv-consulting.nl
Subject: 'Privacy'

Complaints

Do you have a complaint about how we process your personal data? Please let us know. If we cannot resolve the issue together, you may file a complaint with the Dutch Data Protection Authority (Autoriteit Persoonsgegevens).

Changes

This privacy statement was last updated on April 8, 2025.

Leitmotiv Consulting reserves the right to change this statement. The most recent version will always be published on our website. We recommend checking this statement regularly to stay informed of any updates.

Governing Language

This document may be translated into English for convenience purposes only. In the event of any inconsistency, discrepancy, or ambiguity between the Dutch and English versions of this document, the Dutch version shall prevail. The Dutch text shall be deemed the authentic and legally binding version. Any interpretation or construction of this agreement shall be based solely on the Dutch version.