

Privacy Notice

Website, Calendly bookings, and career coaching | Draft for review

WORKING DRAFT

This document contains items in [square brackets] that still need your details or confirmation. Do not publish it as final until those items are completed and the wording is checked against your actual setup.

1. Who is responsible for your data?

Controller: Alexandru Burcus

Location: Mainz, Germany

Email: contact@alexandruburcus.com

Website: <https://www.alexandruburcus.com>

This notice describes the personal data used for the coaching website and when you apply for or book a coaching conversation. It is a draft based on the current page, which links out to Calendly rather than embedding its booking form.

2. What information may be collected?

- The Calendly booking form requires your name and email address. It also offers an optional guest control and an open-text question: "Please share anything that will help prepare for our meeting." The selected appointment date, time, and time zone are also processed.
- Messages you send by email, including information needed to discuss your goals or arrange coaching.
- Basic technical request information processed by the website host, Vercel, such as IP address, location derived from IP address, browser/system configuration, request details, and traffic/error information. You confirmed that the site is on Vercel's free Hobby plan and does not use tracking or analytics. Hosting logs and operational data may still be processed even when site analytics are off.

Please do not include sensitive personal information or confidential information belonging to an employer in booking answers or email.

The booking form was reviewed on 10 October 2026. If its fields or settings change, this notice should be updated. Please do not include sensitive or employer-confidential information in the optional response.

3. Why is the information used, and on what basis?

- **To handle your application, schedule the introductory conversation, communicate with you, and provide coaching if accepted.** Legal basis: steps at your request before entering an agreement and, if you join, performance of the coaching agreement (GDPR Article 6(1)(b)).
- **To keep necessary business records, protect the service, and establish or respond to legal claims.** Legal basis, where applicable: legitimate interests (Article 6(1)(f)) or a legal obligation (Article 6(1)(c)). The relevant interest is reliable administration and protection of legal rights.
- **To publish a testimonial or use your story in marketing.** This will happen only if you give separate, specific permission. You can refuse without affecting access to the free founding program and withdraw permission for future use.

4. Calendly and other recipients

When you book through [Alexandru Burcus's Calendly event page](#), Calendly collects and stores the booking details in the account used to manage the event. You confirm Calendly's [Participant Terms](#) and Privacy Notice when you schedule. Calendly states that submitted booking information is Customer Data and that the account holder can configure retention, exports, and integrations. Calendly processes this information to provide scheduling; it may use sub-processors.

Calendly states in its current Data Processing Addendum that processing may occur in the United States and other jurisdictions. Its DPA describes transfer mechanisms including the EU-US Data Privacy Framework and, where applicable, Standard Contractual Clauses. See the linked Calendly documents below for current details.

You have said you do not keep a separate booking database or coaching records; booking details remain in Calendly and may be available to you there to manage appointments. The website is hosted on Vercel's free Hobby plan, as you confirmed. Vercel may process technical request and operational data as described in its [Privacy Notice](#). Vercel's published Data Processing Addendum applies to Pro and Enterprise customers; confirm the applicable terms and safeguards for your Hobby account and actual use. **[ADD YOUR EMAIL SERVICE PROVIDER if it stores or processes messages sent to you.]**

5. How long is data kept?

You have said that you do not keep a separate booking database or coaching notes. Your stated retention policy is to delete booking details after one year. Because booking data is held in Calendly, make sure the account retention/deletion settings enforce that period. Also check whether connected calendars, integrations, or booking notification emails keep copies beyond one year; those copies need to be covered by the same policy or described separately.

You may manage or cancel a booking using the links in the Calendly confirmation email. Calendly's own Participant Terms and Privacy Notice also apply when you use its scheduling service.

6. Your data protection rights

Subject to the conditions in data protection law, you can request access, correction, deletion, restriction of processing, or a copy of data you provided. You can object to processing based on legitimate interests. Where processing relies on consent, you can withdraw it for the future. Contact contact@alexandruburcus.com to make a request.

You can also complain to a data protection authority. Based on your location in Mainz, the likely authority is the State Commissioner for Data Protection and Freedom of Information Rheinland-Pfalz (LfDI RLP): [complaint information](#). Confirm the competent authority for your actual business setup before publication.

7. Cookies, analytics, and automated decisions

You confirmed that the site has no tracking or analytics. The booking button opens Calendly in a separate page rather than embedding its form. Calendly may use its own technologies and cookies under its privacy notice. Update this section if you later enable analytics, pixels, embeds, or other third-party tools. No solely automated decision is used to decide whether you receive coaching.

8. Changes and contact

This notice is dated 10 October 2026. It may be updated if the site or data practices change. For privacy questions or requests, email contact@alexandruburcus.com.

Reference links: [Calendly Privacy Notice](#) | [Calendly Data Processing Addendum](#) | [Calendly Participant Terms](#) | [Vercel Privacy Notice](#) | [Vercel Data Processing Addendum](#) | [European Commission: data protection rights](#) | [GDPR text](#).