

PRIVACY POLICY BV GLOBAL NANNIES

Your privacy is of the utmost importance to BV GLOBAL NANNIES, with registered office in 8430 MIDDELKERKE (Belgium), Normandlaan 2 and registered with the Crossroads Bank for Enterprises under number **[company number to be added]**.

1. To whom does this Privacy Policy apply?

This Privacy Policy applies when you:

- visit or use the website www.global-nannies.com, property of BV GLOBAL NANNIES, and provide personal data (e.g. by completing the contact form, by sending an e-mail, by making a telephone call);
- make use of our services in any way;
- interact with GLOBAL NANNIES in any way through other channels (e.g. meetings or appointments in person).

Visiting the website and/or providing personal data and/or creating a file with BV GLOBAL NANNIES implies your explicit approval of this Privacy Policy and the way in which we collect, use and process your personal data.

2. Who processes the personal data?

2.1. Data Controller

GLOBAL NANNIES is the data controller: they determine the purpose and the means for the processing of your personal data and can be contacted:

- by post: BV GLOBAL NANNIES, Normandlaan 2, 8430 MIDDELKERKE (Belgium)
- by e-mail: info@global-nannies.com
- through the contact form on the website: www.global-nannies.com

2.2. Data Processor

BV GLOBAL NANNIES can call upon the services of data processors for the proper provision of their services to you. A data processor can, at the request, on the instruction or on behalf of BV GLOBAL NANNIES, process your personal data and will have the obligation to ensure the safety and confidentiality of the personal data.

3. What personal data is processed?

BV GLOBAL NANNIES declares to only collect and process data that is relevant or necessary for the purpose of the processing.

BV GLOBAL NANNIES can collect and process the following personal data (non-exhaustive list):

- identification or contact details: your first and last name, address, e-mail address, telephone and/or mobile phone number, national register number;
- family-related information: information about the composition of the family, age of the children;
- characteristics of the place of residence, medical and/or psychological information, profession and job, legal details (e.g. criminal record), preferences for the choice of a nanny;
- other personal information relating to the candidate nanny: curriculum vitae, motivation letter, nationality,
- language skills, age;
- payment data;
- images or audio recordings.

4. What are the legal grounds for the processing of personal data?

BV GLOBAL NANNIES processes your personal data on the following legal grounds:

- the performance of the agreement you have concluded with us or the pre-contractual steps you have undertaken within the context of your request;
- the legitimate interest of BV GLOBAL NANNIES to assist you with their services.

The personal data collected by BV GLOBAL NANNIES is therefore explicitly and voluntarily provided by you or is requested from official bodies (e.g. the population register) where you have already disclosed it.

5. For what purposes is the personal data processed?

BV GLOBAL NANNIES processes your personal data for the following purposes:

- to offer you a safe, optimal and personal user experience and service;
- for all communication with BV GLOBAL NANNIES, including sending invoices and collecting payments;
- for the performance of the brokerage agreement.

6. Who receives the personal data?

With the exception of processors, if any, who exclusively act on the instruction of BV GLOBAL NANNIES, the latter only processes your personal data for their own purposes and internal use.

Your personal data will not be sold, passed on or communicated to any third parties, unless it is necessary for the provision of the services by BV GLOBAL NANNIES and the optimisation thereof, for instance (non-exhaustive list):

- the maintenance of the information structure;
- the processing of payments;
- the communication with candidate nannies.

7. How long is personal data retained?

BV GLOBAL NANNIES retains your personal data (i) as long as necessary or relevant for the specified purposes, (ii) during the mandatory period or (iii) as long as a legal dispute may arise or an investigation may be started with respect to the services provided by BV GLOBAL NANNIES.

8. What are your rights?

8.1. Right to be informed

By means of this Privacy Policy, BV GLOBAL NANNIES intends to provide you with as much information as possible about the processing of your personal data. Your data is processed for legitimate purposes in an appropriate, relevant, safe and proportional manner, it is retained no longer than necessary and always with the highest level of integrity and confidentiality.

8.2. Right of access

You have the right to at all times verify the legitimacy of any processing activity involving your personal data and to ask BV GLOBAL NANNIES to provide information about the purpose of the processing, the categories of your personal data, the categories of the recipients of your personal data, the retention period and the rights you can exercise.

8.3. Right of rectification

You have the right to rectify inaccurate data or to add missing data by means of a simple request to BV GLOBAL NANNIES.

8.4. Right to be forgotten

You have the right to request BV GLOBAL NANNIES to erase your personal data if there is no longer a valid reason for BV GLOBAL NANNIES to process it. You can exercise this right in the following cases:

- Your personal data is no longer required to achieve the relevant purpose;
- You can prove that BV GLOBAL NANNIES has processed your data in an unlawful manner;
- Your personal data must be erased within the context of a legal obligation;
- You revoke your consent to the processing of your personal data and there is no other legal ground for the processing of your data;
- You have successfully exercised your right to object (see item 8.6).

However, BV GLOBAL NANNIES reserves the right to refuse your request for erasure for justified reasons and cannot be held liable for the fact that erased personal data temporarily remains stored at a location that is invisible to them.

8.5. Right to restrict data processing

In one of the following circumstances, you are entitled to demand a restriction of the data processing:

- You contest the accuracy of the personal data processed by BV GLOBAL NANNIES, and BV GLOBAL NANNIES has been given a reasonable period of time to check the accuracy of the personal data;
- You can prove that BV GLOBAL NANNIES has processed your data in an unlawful manner and you request a restriction;
- BV GLOBAL NANNIES no longer needs the data, but you still need it for the purpose of a legal action;
- You exercise your right to object (see item 8.6).

8.6. Right to object to the data processing

You have the right to at all times object to the processing of your personal data. BV GLOBAL NANNIES will cease the processing of your personal data unless they can demonstrate compelling grounds that outweigh your rights and freedoms. In this case, you will be informed.

8.7. Right of data portability

You have the right to obtain the data you have consented to provide to BV GLOBAL NANNIES in a structured, commonly used and machine-readable format and to reuse it for other services and therefore transfer it to another data controller, unless this is technically infeasible.

8.8. Right not to be subject to automated decision-making

You have the right not to be subject to fully automated decision-making - without human intervention - if this would have a considerable impact on you or would have legal consequences. At present, BV GLOBAL NANNIES declares that you are not subject to automated decision-making through any of the processing activities performed by BV GLOBAL NANNIES.

9. How can you exercise your rights?

If you want to exercise your rights, you need to address a written request with proof of your identity to BV GLOBAL NANNIES through one of the following channels:

- by registered post to: BV GLOBAL NANNIES, Normandlaan 2, 8430 MIDDELKERKE (Belgium)
- by e-mail to: info@global-nannies.com

10. How can you file a complaint?

If you have any complaints about the processing of your personal data, we would appreciate it if you contacted us first directly through one of the channels described in article 9, so we can solve the issue for you.

You also have the right to file a complaint with the competent Data Protection Authority.

11. Can changes be made to this Private Policy?

BV GLOBAL NANNIES has the right to make improvements or changes to this Privacy Policy at any time; the changes will take effect immediately after their publication on the website. You should review this Privacy Policy regularly to ensure that you are aware of any changes. The continuation of your contractual relation or your use of our website or services will be regarded as the acceptance of any changes made to this Privacy Policy.

13. Applicable law and jurisdiction

This Privacy Policy is subject to the laws and regulations applicable in Belgium, and the courts of the legal district of BRUGGE (Belgium) have exclusive jurisdiction in case of disputes.