



PRIVACY POLICY

## PRIVACY POLICY

At B de BaobaB, your privacy is very important to us. Therefore, we do not handle sensitive personal data, only identity and contact details.

You can read our privacy policy here. It was updated when the European General Data Protection Regulation (GDPR) came into force on 25 May 2018.

### Who does this privacy policy apply to?

This privacy policy applies to everyone who provides personal data to B de BaobaB. Namely:

- the recipients of B de BaobaB's newsletter;
- students taking part in B de BaobaB's in-person and online courses/workshops;
- professionals (hereinafter referred to as collaborators) who have offered, or are offering, their services to B de BaobaB: translators, editors, instructors, teachers and the like;
- individuals who send their CVs to B de BaobaB to express their interest in collaborating with us;
- individuals whose professional profiles are accepted, which may lead to a possible collaboration.

### Legal grounds for processing personal data

To contact you to:

- send you the newsletter if you have requested it;
- carry out administrative procedures regarding your interest and participation in an in-person or online course/workshop;
- respond to your interest in being listed as one of our collaborators;
- manage your work as a collaborator: to offer you a new project and, if you accept it, arrange the work details with you;



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-inform you if any individual/organisation asks us to verify your participation in one of our in-person or online courses/workshops.

### Personal data controller

The primary controller responsible for processing your data is B de BaobaB, whose current registration number is SE800625720101 (Sweden). Email: [info@bdebaobab.com](mailto:info@bdebaobab.com) and [bdebaobab@gmail.com](mailto:bdebaobab@gmail.com)

Occasionally, the instructors/teachers of B de BaobaB's in-person and online courses/workshops may handle some of data on the enrolled participants. In these cases, B de BaobaB will provide the instructors/teachers with a code of ethics and privacy to follow to properly handle these data.

Once the code of ethics and privacy is signed, B de BaobaB is not responsible for any type of malpractice on behalf of the instructors/teachers, or for any problem resulting from their systems/programmes for storing and/or processing data.

### Data, sources and purposes

#### 1. The B de BaobaB Newsletter

Data we use and store:

-the **email address** you give us when you subscribe to the newsletter. Purpose: to send you the newsletter.

This address is kept on the list of newsletter recipients until you tell us you would like to unsubscribe. Delivery of the newsletter is managed manually through MailChimp ([www.mailchimp.com](http://www.mailchimp.com)).

B de BaobaB is not responsible for any problem beyond its control that could affect this platform (malware or the like), with the understanding that handling and solving this problem is the responsibility of MailChimp.

You can subscribe to, and unsubscribe from, the newsletter whenever you want by writing to: [info@bdebaobab.com](mailto:info@bdebaobab.com).

#### 2. In-person courses/workshops



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We collect data from the completed course/workshop registration form you send us.

Data we handle and store while you are listed as a course participant:

**-your full name and ID number.** Purpose: to issue the receipt of payment for the course fee and to create your certificate of successful course completion.

**-telephone number and email address.** Purpose: to contact you before, during and after the course/workshop, if necessary, due to administrative matters regarding the course/workshop (change of date or schedule, delivery of extra materials, etc.).

Data we store once the course/workshop has finished:

**-your full name and email address.** Purpose: to contact you in case any individual/organisation wants to verify that you have indeed taken part in one of these activities. If this happens, we will tell you who has requested it and wait until we have your permission to provide this verification.

We do not store any data on:

-individuals who leave the course/workshop before or while it is in session, or those who have not successfully completed it.

### 3. Online courses

We collect data from the completed course registration form you send us.

Data we handle and store while you are listed as a course participant:

**-your full name and ID number.** Purpose: to issue the receipt of payment for the course fee and to create your certificate of successful course completion.

**-email address.** Purpose: to contact you before, during and after the course, if necessary, due to administrative matters and for tutorials (so the teacher can contact you to send you corrected work, extra materials, etc.).

**-username and password.** Purpose: to create your account on the online platform and to have access to and carry out course activities. If you want, you can change the initial password once you log in to the platform.

B de BaobaB's online courses are carried out on Moodle, the online learning platform that we manage manually ([www.kalimat.es](http://www.kalimat.es)).



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Data we store once you have successfully completed the course:

- **your full name and email address.** Purpose: to contact you if any individual/organisation wants to verify that you have indeed taken part in this activity. If this happens, we will tell you who has requested it and wait until we have your permission to provide this verification.

We do not store any data on:

- the individuals who leave the course before or while it is in session, or those who have not successfully completed it.

### 4. CV

Data we handle and store if your profile meets the requirements to be a B de BaobaB collaborator:

- **your full name, email address, working languages and areas of expertise.** Purpose: to contact you if we require your collaboration.

We collect these data from the CV you send us only after you give us permission to use them. We do not store the CV.

We store these data for 2 years. If we have not required your collaboration during this time, we will contact you to ask if you would like to stay on our list of possible collaborators or, on the contrary, if you want us to delete your data. If you do not respond within a couple of months, we will delete your data.

### 5. Collaborators

We store your data only if your collaboration has proven to be satisfactory. If this is not the case, we will tell you why it has been unsatisfactory and inform you of our decision to delete your data.

Data we handle and store if your collaboration is satisfactory:

- **your full name, email address, working languages, areas of expertise, and the date and nature of your collaboration.** Purpose: to contact you if we receive projects that match your profile. If any individual/organisation wants to verify that you have collaborated with B de BaobaB, we will tell you who has requested this information and



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wait until we have your permission to provide this verification. We will store these data unless you ask us to delete them.

**-the billing details you provide us to receive payment for your services.** Purpose: for legal and tax considerations.

We occasionally receive projects that do not entirely match B de BaobaB's profile but may match yours. In these cases, we may contact you to ask if you would like us to provide your contact details (full name and email address) to the individual who has sent us the project, or vice versa, so you can arrange fees, deadlines, etc. yourselves. B de BaobaB is not responsible at any moment for the privacy policy established between the collaborator and the client with whom we have put you in contact, as we understand that this forms part of the contractual relationship you yourselves have established.

### To whom is your data disclosed?

Ana María Nogueiras Morales, B de BaobaB's founder and director, is responsible for managing your personal data as a whole.

The teachers for the online courses will only have access to the data that are necessary to properly carry out the tutorials, to correct and evaluate homework and exercises, and to monitor the course's progression—normally the participant's name and email address.

The instructors for in-person courses who issue a certificate of attendance on behalf of their organisation will only have access to the data that are necessary to prepare this certificate—normally the participant's full name and ID number.

You can see more information about this in the **Personal data controller** section contained in this privacy policy.

Due to legal obligations, B de BaobaB can disclose your stored personal data to law enforcement bodies and authorities.

Under no circumstances will we transfer data internationally.

### Your rights

You have the right to:

- obtain confirmation as to whether or not personal data concerning you are being processed.



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- access your personal data, request rectification of inaccurate data or, where appropriate, request that they be deleted when the data are no longer necessary for the purposes for which they were initially collected, among other reasons.
- restrict the processing of your personal data in certain circumstances, in which case we will only store them for the exercise or defence of legal claims.
- receive your stored personal data in a structured, commonly used format and to transmit those data to another controller (data portability).
- oppose the processing of your personal data; we would stop processing them unless there are overriding legitimate grounds or to exercise or defend possible legal claims.

You can exercise these rights by writing to: [info@bdebaobab.com](mailto:info@bdebaobab.com) or [bdebaobab@gmail.com](mailto:bdebaobab@gmail.com).

In addition, you have the right to submit a complaint to the Datainspektionen (Swedish Data Protection Authority) if you are not satisfied with the exercise of one of your rights or if, for any other reason, you feel that your personal data are not being processed correctly. To do so, please contact:

Datainspektionen  
Box 8114  
104 20 Stockholm  
Tel.: +(46) 8 657 6100  
Fax: +(46) 8 652 8652  
Email: [datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se)  
Website: <http://www.datainspektionen.se/>