



PRIVACY POLICY

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At B de BaobaB, your privacy is very important to us. Therefore, we do not handle sensitive personal data, only identity and contact details and the tax data contained in the invoices our freelance collaborators send us.

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;
- professionals (hereinafter referred to as collaborators) who have offered, or are offering, their services to B de BaobaB: translators, editors 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.

Note: Data on participants from past in-person or online courses/workshops are no longer stored as we have discontinued our training services.

Legal grounds for processing personal data

To contact you to:

- send you the newsletter if you have requested it;
- 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;

Personal data controller



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

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).

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.

2. 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.

- **the signed Collaboration Agreement.**

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 and the Collaboration Agreement.



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3. 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 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.

-**the signed Collaboration Agreement.**

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.

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:



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- obtain confirmation as to whether or not personal data concerning you are being processed.
- 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 or 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
Website: <http://www.datainspektionen.se/>