

# PRIVACY AND PERSONAL DATA PROTECTION POLICY

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## General statement

We take your privacy very seriously and are committed to protecting it. We believe that you should be able to easily know what personal data we collect and use and understand your rights in relation to it.

This privacy policy (the "Privacy Policy") explains our policies and practices regarding how we collect, use, and disclose personal data we collect on our digital platforms or during our events.

Please do not hesitate to contact us if you have any questions or comments about our Privacy Policy.

## Who are we?

We are an innovative, caring, and inclusive social enterprise focused on impact; we help startups, companies and job seekers to fully unleash their potential in order to realize their dreams.

## Our Vision

JB-C's vision is to significantly increase the number of young people with access to a regular and sustainable income through dignified (self-employment) employment. This vision is in line with the policy of the Chadian government as expressed in "the 2030 vision, of Chad we want" to improve the employability and productivity of young girls and boys in the national economy to contribute to increasing national stability, security and socio-economic development.

## Our mission

- i. Support young (aspiring) entrepreneurs to create and establish companies that create wealth and jobs.
- ii. Support (young) jobseekers to access decent paid employment.
- iii. Supporting employers in recruiting talent capable of boosting the productivity of their companies
- iv. Support NGOs and other institutions in the implementation of components of development projects focused on youth employment and in its area of expertise.

## Our values

- i. Co-creation – We co-create, in consultation with our clients, sustainable socio-economic and professional solutions.
- ii. Trust – we base all our partnership relationships on mutual trust.
- iii. Innovation – in a dynamic and complex world, we are constantly innovating to meet the changing and complex needs of our clients.

## Our services

We offer four services

### **i. Support for entrepreneurship**

JB-C accompanies young (aspiring) entrepreneurs in the different stages of creating their business, in the search for financing of their business as well as in their management. Specifically, JB-C offers training in business and entrepreneurship; personalized business coaching; facilitates young entrepreneurs' access to finance; facilitates connection to networks of entrepreneurs and the market.

## **ii. Facilitating access to paid employment**

JB-C connects the demand and supply of jobs. This connection is made via its (online) platform and CV library as well as through its interactions with companies. To this end, JB-C develops (if necessary) the employability of young jobseekers by the consequent and rapid reinforcement of their technical and personal skills in order to adapt their profile to the needs and requirements of the market. JB-C provides post-internship/employment follow-up to ensure successful professional integration to the satisfaction of both parties (employers and employees).

## **iii. Co-working space**

JB-C has a co-working space called Khidime Space dedicated to entrepreneurs, freelancers, and job seekers. This co-working space is an alternative to conventional offices, at a reduced cost because service costs such as internet, electricity, water, cleaning etc. are shared between co-workers. The space is equipped with workstations with computers, a meeting room, a common area and a coffee area. Beyond the infrastructural aspect, the space is a dynamic environment created to have a sense of community, collaboration, learning and sustainability to allow users to develop, share their experiences and knowledge in order to better succeed in their projects.

## **iv. Operator for the implementation of youth development projects**

JB-C benefits from the experience and expertise capitalized by the Job Booster Chad project that prevailed at its creation. JB-C offers its services as a service provider for the execution of projects to support youth employment and entrepreneurship carried out by public organizations and (international) NGOs.

### [What personal data do we collect and how is it collected?](#)

Personal data is information relating to an identified or identifiable natural person or an organization/company. They include, for example, name, address and gender, level of education, place of residence, occupation.

We may collect personal data directly from you (e.g. when you apply for one of our programs, a job offer on our site or register in our database) or indirectly (e.g. from your electronic devices that interact with our website).

### [Data you provide directly to us](#)

You can provide us with data:

- When you register in our job matching platform;
- When you apply for one of our entrepreneurship support programs;
- When you subscribe to our newsletter via our website; when you attend one of our events;
- When you contact us via our contact module posted on our website
- When you access the press area of our website.

Depending on what you provide to us, this information may include:

- Your identity (including your first name, last name, gender, image);
- Your contact details (including your postal address(es), email(s), telephone number(s);
- Your personal status (including your title);
- Your professional and academic status including your level of study or diploma
- Other information you may provide by filling in forms or contacting us (including your comments or other communications with us).

We will notify you when your information is necessary to process your request, to respond to your requests, or to enable you to participate in one of our programs. If you do not provide this information, it may delay or make it impossible to process your request.

We strive to ensure that the personal data we hold is accurate at all times. We therefore encourage you to update your data in case any changes occur. We may also ask you to update your data from time to time.

We recommend that you only provide the data requested or necessary for your request, and do not provide us with sensitive data relating to race, ethnic origin, political opinions, religious or philosophical beliefs, and data concerning health, sex life or sexual orientation.

#### Data collected indirectly

We may collect data when you use our site, including your IP address or other browsing data (including browser, operating system, device model), through cookies or similar technologies placed on your device. Some cookies are necessary for the proper functioning of our site and others are used for analytics purposes that help us provide you with more personalized services and a better digital experience.

If you provide us with personal data about someone else, you must ensure that you have the right to disclose that data to us and that, without us taking any further action required by data protection legislation, we may collect, use, and disclose such data for the purposes described in our Privacy Policy. For example, you must ensure that the data subject is aware of the various topics set out in our Privacy Policy. The individual must also give the consents set out in our Privacy Policy in relation to how we process their personal data.

#### Minimum age

We remind you that we do not collect, directly or indirectly, personal data from persons under the age of 15, without prejudice to any local law setting a different minimum age. We therefore ask you not to provide us with personal data of persons who do not meet this criterion.

#### Why do we collect your personal data and how do we use it?

We collect and use your personal data based on one or more of the following legal bases:

We have obtained your prior consent (e.g. when you register in our database or subscribe to our newsletter). Please note that with this legal basis, you have the right to revoke your consent at any time.

Depending on the context, we may use your personal data to:

- process your application for one of our programs;
- perform checks to identify you and your identity;
- send you a newsletter (with your prior consent) or invitations to one of our events;
- respond to your questions, requests and suggestions;
- manage events in which you have registered and/or participated;
- monitor and improve our Digital Platforms; perform statistical analysis;
- provide information to regulators when required by law.

#### How long do we keep your personal data?

Your personal data are processed for the period necessary for the purposes for which they were collected, to comply with legal and regulatory obligations and for the duration of any period necessary for the establishment, exercise or defense of legal claims.

To determine the most appropriate retention periods for your personal data, we have specifically considered the amount, nature and sensitivity of your personal data, the purposes for which we collected your personal data, as well as the applicable legal requirements. Like what:

- With regard to candidates for our entrepreneurship support programs: your data is kept for two years from their collection and then deleted if you are not recruited into the program; if

you are a laureate of our program, your data is kept for a maximum of 5 years and then deleted or archived in order to comply with legal retention obligations.

- Regarding job applicants: your data is kept throughout your job search period. Once you delete your profile from the database, we delete your data
- Regarding the recipients of the newsletter: your data is kept for three years from your last action and then deleted.
- Regarding the cookies used: they are stored for up to thirteen months from the moment they were installed on your device.

#### How do we disclose and transfer your personal data?

We may only disclose your personal data to the parties designated below and for the following reasons:

We disclose your personal data to employees of Job Booster Chad Entreprise who need access to your personal data and who are authorized to process it for the aforementioned purposes and who undertake to respect its confidentiality.

- We may disclose your personal data to our partners for the purposes set out in our Privacy Policy with your consent, to send you promotional communications about events (for this purpose, you can revoke your consent at any time.
- We may also disclose personal data to third parties acting on behalf of Job Booster Chad Entreprise and approved by Job Booster Chad Entreprise. For example, Job Booster Netherlands, the sole shareholder of our company.

All such processing is based on our prior instructions set out in a binding contract that complies with the requirements of applicable law. Such disclosures are made for different reasons, including:

- Sending emails;
- The provision of digital forms to assess the impact of the shareholder's investment.

These third parties undertake to respect confidentiality and are not authorized to use your personal data for any other purpose. We also require them to apply appropriate security measures to protect your personal data.

Some of these third parties may be located outside your country. We have taken steps to ensure that all personal data is adequately protected and that all transfers of personal data, including outside Chad, are carried out lawfully. Where we transfer personal data outside Chad to a country, the transfers will be made under an agreement that covers obligations imposed by the AU for the transfer of personal data outside the AU, including standard contractual clauses approved by the African Union Commission or under other appropriate safeguards.

We may be required by mandatory provisions of an applicable law or in connection with legal proceedings or other legal requests, to disclose your personal data to authorities or third parties.

We may also disclose or process your personal data in accordance with applicable law to pursue our legitimate interests (e.g. in connection with civil or criminal proceedings).

#### How do we protect your personal data?

All your personal data is strictly confidential and will only be accessible when necessary, only by the staff of Job Booster Chad Entreprise, and where necessary by duly authorized personnel of the Job Booster International companies as well as independent contractors acting on our behalf within the framework of appropriate technical and organizational security measures.

Job Booster Chad Entreprise has implemented security measures to protect your personal data from unauthorized access and use. We follow appropriate security procedures in the retention and disclosure of your personal data to prevent unauthorized access by third parties and to prevent accidental loss of your data. We limit access to your personal data to those who genuinely need access for business reasons. The persons who access your data are subject to a duty of confidentiality towards Job Booster Chad Entreprise.

We have also put in place procedures to deal with any suspected data breach. We will notify you and any relevant supervisory authority in the event of a suspected data breach where we are required to do so by law.

We also require the persons to whom we disclose your personal data to comply with the above. Unfortunately, the transmission of information via the Internet is not completely secure. We cannot therefore guarantee the security of your personal data that you have transmitted to us via the Internet. Such transmission is at your own risk and you acknowledge and agree that we will not be liable for any unauthorized use, distribution, damage or destruction of your data, except to the extent we are required by law to assume such liability. Once we have received your personal data, we will apply the aforementioned security measures.

### What are your rights regarding your personal data?

In accordance with applicable data protection law, you may at any time request access, rectification, erasure, and portability of your personal data, restrict or object to the processing of your personal data. A summary of these rights is set out below:

- Your right of access: the right to receive a copy of your personal data.
- Your right to rectification: the right to ask us to rectify any errors in your data or to complete them.
- Your right to be forgotten: the right to ask us to delete your personal data, in certain situations.
  
- Your right to restriction of processing: the right to ask us to restrict the processing of your personal data, in certain circumstances, for example if you dispute the accuracy of the data.
- Your right to data portability: the right to receive the personal data you have provided to us, in a structured, commonly used and machine-readable format and/or to transmit this data to a third party, in certain situations.
- Your right to object to processing: the right to object: at any time during the processing of your personal data; in certain other situations, to our further processing of your personal data, for example processing carried out on the basis of our legitimate interests.
- Where the processing of your personal data is based on your consent, you may at any time decide to withdraw your consent to the processing of your data.
- Personal nature in particular when you no longer wish to receive the newsletter to which you have subscribed. If your consent is withdrawn, this does not prevent us from processing your personal data on other legal bases, where applicable, the legitimate interest of Job Booster Chad Enterprise.
  
- If you no longer wish to receive our information by email, we remind you that you can revoke your consent at any time directly from the unsubscribe link included in each email we send you. If you do so, we will promptly update our databases and take all reasonable steps to respond to your request as quickly as possible.
- You also have the right to lodge a complaint with your local data protection authority in the event of an alleged breach of the data protection rules applicable to you.
- To exercise any of these rights, please contact us using the contact details below (see "*contact*").

Please note that if you exercise any of the rights mentioned above, you will be asked to let us know which right you wish to exercise and to provide us with certain information (copy of an identity card, passport or other legally recognized identity document) for identification purposes to process your request and protect against fraudulent requests from third parties.

### How to contact us?

If you have any questions about your data, to revoke your consent, to ask general questions or to lodge a complaint, please contact our teams:

By mail: Job Booster Chad Enterprise, Immeuble Bedaninga II, BP: 7163 N'Djamena – Chad

For questions specifically related to emails, we remind you that you can unsubscribe directly at any time via the "unsubscribe" link contained in all emails we send you.

If you have any questions or concerns about our Privacy Policy or data processing, you can contact us at the following address [privacy@jobboosterchad-entreprise.com](mailto:privacy@jobboosterchad-entreprise.com)

### Changes to our Privacy Policy

Our Privacy Policy reflects our current practices and may be amended and updated from time to time. When we post changes to our Privacy Policy, we will change the "Effective Date" at the top of this document to indicate when such changes became effective.

If we change our Privacy Policy in a material way, we will notify you by means of a notice of change at the beginning of the change and on the home page of the website [www.jobboosterchad-entreprise.com](http://www.jobboosterchad-entreprise.com)



