

Privacy Policy

www.wejobshare.ch

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Welcome to our website!

The website www.wejobshare.ch (hereinafter: the “Website”) is owned and operated by the company We Jobshare Sàrl, based in Case Postale, 1752 Villars-sur-Glâne and who can be reached by the email address info@wejobshare.ch (hereinafter: the “Company” or “We”). The Website is available directly on Internet at www.wejobshare.ch and may also be available through other addresses or channels.

The terms “Employees”, “Businesses”, “User(s)” or “you”, “Personal profile”, “Business page”, “Business Agreement” and “Additional services” shall receive here the same meaning as in the Terms of Use which apply to the Website and must be read together with this Privacy Policy (the “Policy”).

1. Acceptance of the Policy

During your use of the Website or any further exchange with the Company, the Company may collect and process a certain number of personal data that relate to you.

This Policy shall apply to any use or visit of the Website and any further exchange with the Company, whatever the method or medium used. It details the conditions at which, the Company may collect, keep, use and save information that relates to you, as well as the choices that you have in relation to the collection, utilization and disclosure of your personal data.

You will find further information on your rights and how to exercise them under Clause 10. By browsing the Website or providing us with your personal data, you acknowledge that you have read and understood this Policy and agree to be bound by it and to comply with all applicable laws and regulations. You also acknowledge that you have read and understood the Terms of Use that applies to the Website and agree to be bound by them.

2. Data that can be collected

a. Data communicated by the User

i. For login and registration

A number of functionalities of the Website require login, in particular for the creation of and accessing to a Personal profile or a Business page on the Website. It may also be required for any Additional services that would be rendered.

When you register or log in to the Website, or in any other way interact with the Company (including by email), you may be asked to communicate a number of information, including (without limitation) your personal and professional contact details, billing information, identification information or private information, as well as geographic location information. You may also decide to give additional information and data.

These data are required to identify the User as a co-contractor of the Company, in order to allow the creation, modification and termination of the contractual relationship, to allow the required communication in relation to the Website and its functionalities, to avoid any infringement to the Terms of Use (in particular in relation to the age of registration), to build a job-sharing relationship and/or allow Businesses to find Employees interested in job-sharing opportunities, as well as to

identify other Users (should it be Employees or Businesses) that would be interested in your Personal profile or in any other way be relevant for your interest.

When you register, you may also be asked to fill a questionnaire with information on your personal and professional background that may help you to be in contact with other Users, in particular with regard to your personality within the professional frame.

Businesses may be asked to provide additional data to the Company in order to draft and enter into the Business Agreement.

ii. For the Company's newsletter and other emails

Should you have accepted to receive the Company's newsletter or other emails from the Company, or should it otherwise be authorized by law, your email address shall have to be given to the Company. You may at all time request to stop receiving the Company's newsletter by following the link that is given at the end of each newsletter. Should you wish to stop receiving other emails from the Company, you may inform the Company by email and/or by following a link that would be given in the email.

iii. For an application or first contact

You may communicate, upload or transfer personal data in relation to an application or first contact with another User, should it be as an Employee with a Business or another Employee or a Business with an Employee or another Business, including without limitation a CV, reference letters or professional and education certificates. You may also offer such information and documents for downloading or consulting on your Personal profile or Business page, in which case they shall be stored on the Company's servers. They may also be stored by any third party who downloads or consults them.

These personal data may be transmitted to the intended recipient User and may be saved or stored on the Company's servers.

iv. For Additional services

Should you wish to benefit from Additional services, you may be asked to provide additional information as requested, in particular by filling a questionnaire.

b. Data collected in relation to the use of the Website or through emails

When you browse the Website or receive and/or answer to emails from the Company, the Web server automatically registers details of your access and actions. This covers for example the date and time of your visit, the browser that you are using, your IP address, the place of connection, the volume of data transferred, the links that you may follow, the webpages and content that you view, the duration of such viewing as well as any other similar information and statistics that relate to your interactions.

These data are collected automatically in particular through cookies (performance and tracking cookies, functional cookies, technical cookies, browser cookies, etc.) and Web beacons. It is also collected through third party application and content tools such as Google Analytics (see Clauses 4 and 5).

c. Data collected from a social network

When you authorize a third party social network (Facebook, LinkedIn, etc.) to share personal data with the Company, the Company may receive any data that you publicly share on the social network that is part of your profile or that you allow the social network to share (name, electronic address,

gender, profile picture, user code, list of friends or contacts, etc.).

The Company also receives information pertaining to your profile when you use a social network functionality integrated to the Website or that you interact with the Company through the social network. You should at all time be aware of the terms of use and privacy policy that applies to the third party social network and are of its exclusive responsibility.

d. Payment data

Should you require Additional services or, for Businesses, make use of the Website against any form of payment, you shall transfer to the Company data relating to your payment, whatever the medium chosen, in particular for credit card data (banking references, name of the account holder, card number, account number, expiration date, etc.). Any payment made through the Website may be delegated to a third party, in particular in order to ensure compliance with security and legal standards.

3. Use of the data

All intended purposes that are pursued through the data collection and processing shall not necessarily apply to each User.

a. Functions of the Website

The data shall be used by the Company to offer all functions of the Website to the Users, allow the correct execution of all functions of the Website, interact with the Users and answer to the Users' questions or remarks. Their processing is justified by the performance of the contract between you and the Company.

b. Marketing

With your consent or within the applicable rules and regulations, the Company may use your data to send you information on the available services on the Website, tailored-fit emails and newsletters, or promotional opportunities, as well as develop a direct relationship you. You may also receive messages from other Users or from the Company, as well as advertisements for events in your region.

Your data may also be used in order to develop partnerships with third parties as well as new services, functions or activities of the Website, based in particular on your profile, the use you make of the Website as well as the information given through your registration.

The processing for marketing purpose is justified by your consent, unless applicable law does not contain any requirement for such consent and that the processing is justified by the Company's interest to offer you services in which you may be interested.

c. Personalization

With your consent or within the applicable rules, the Company may use the data to analyze your preferences and habits, personalize your use of the Website as well as enhance the Website and all of its functions. This may also allow the Company to offer any User a content of the Website that is more suited to his or her interests.

The data given for your registration, including in questionnaire that have been filled, may be used to personalize your relationship with other Users (Employees and Businesses), as well as put you in contact with Users who are better tailored for your expectations and requests.

The processing for personalization purpose is justified by the performance of the contract for the related processing and for the rest by your consent, unless applicable law does not contain any requirement for such consent and that the processing is justified by the Company's legitimate interest to offer you a more convenient Website.

d. Business Agreements

The data collected from Businesses in order to draft and enter into a Business Agreement shall be used for this purpose and any other purpose that is directly related to the Business Agreement and/or the creation, drafting and content of the Business page, as well as for any other functionality of the Website as deemed necessary by the Company. Data processing is justified by the performance of the contract between Businesses and the Company.

4. Cookies, Web beacons and similar technology

A cookie is a piece of information that is placed automatically on your computer's hard drive when you access certain websites. The cookie uniquely identifies your browser to the server. Cookies allow the Company to store data on the server (for example language preferences, technical information, click or path information, etc.) to help make the Web experience better for you and to conduct site analysis and website performance review. Most Web browsers are set up to accept cookies, although you can reset your browser to refuse all cookies or to indicate when a cookie is being sent. Note, however, that some portions of the Website may not work properly if you refuse cookies.

The Company may also use a "Web beacon" on the Website (also known as an "action tag" or "clear GIF technology"), or similar technology, which helps analyse the effectiveness of websites by measuring, for example, the number of visitors to a website, how many visitors clicked on key elements of a website or what Web pages were visited.

The Company uses cookies, Web beacon and other tracking technology to facilitate your access to the Website and analyze the traffic and usage of the Website, as well as identify malfunctions. It also allows the Company to enhance your experience with the Website as well as improve its content and conception. Data processing is justified by your consent, unless applicable law does not contain any requirement for such consent and that the processing is justified by the Company's prevailing interest to improve its website and services.

To learn more about cookies, you may visit www.allaboutcookies.org or www.onlinechoices.eu where you will find additional information about behavioral advertising and online privacy. You may deactivate the use of cookies by selecting the appropriate settings on your Web browser. Please note, however, that if you do this you may not be able to use the full functionality of this Website.

The Company may collaborate with other companies that place cookies, Web beacons or other tracking technology on the Website. These companies help the Company in the management of the Website and offer additional services and products. The use of these technologies by such third parties is subject to their own conditions, privacy rules and terms of use, which are not covered by this Policy and for which the Company does not have any responsibility.

5. Google Analytics

It is possible that the Website uses Google Analytics, a website analysis service supplied by Google LLC ("Google"). Google Analytics uses cookies which are text files placed on your computer to help to analyse the use made of the Website by its users. The data generated by the cookies concerning your use of the Website (including your IP address) will be forwarded to, and stored by, Google on

servers located in the United States. In case of activation of IP anonymisation, Google will anonymize the last octet of the IP address. However, in certain extraordinary cases, the entire IP address will be sent to and shortened by Google's servers in the United States. On behalf of the Company, Google will use these information to evaluate your use of the Website, compile reports on site activity for the Company and provide other services relating to the activity of the Website and the use of the internet. Google may release these data to third parties if there is a legal obligation to do so or when the third parties process these data for the account of Google including, in particular, the Company. Google will not cross-reference your IP address with any other data held by Google.

You may refuse the use of Google Analytics via the following link: <https://tools.google.com/dlpage/gaoptout?hl=en>.

The processing of these data is justified by the Company's interest to use of the Website.

6. Data sharing and transfer

a. Data processors

The Company may share personal data about the Users with various outside companies or agents doing technological maintenance or working on behalf of the Company. Such transfer is made to help or participate in the Website's operation, in particular by managing, hosting or maintaining the Website, to advertise or send marketing communications about our products, services and offers, to conduct research, monitor and analyse the network's status. It may also be used to help fulfil business transactions, such as providing customer services.

a. Third parties

The Company may also share personal data with its subsidiaries and affiliates, which will be required to comply with the terms of this Policy.

Should you wish to benefit from Additional services, the data collected with the questionnaire and/or by other means through the Website may be transferred to subsidiaries, affiliates or partners of the Company, who will themselves use these data to provide the Additional services.

The Website offers you videos hosted by Vimeo and Youtube that are incorporated to the Website, for which we shall bear no responsibility.

Personal data may be shared with other Users of the Website, or any other person consulting the Website, the Personal profile or the Business page of the User, including without limitation the profile picture, CV and name of the person. You may choose to limit the information and data that is shared on your Personal profile or Business page.

Personal data may also be shared in connection with the sale, assignment or other transfer of the business of the Website to which the data relates, to respond to appropriate requests of legitimate government agencies or where required by applicable laws, court orders, or government regulations, as well as where deemed appropriate for corporate audits or to investigate or respond to a complaint or security threat, or in any other way to defend the Company.

7. Transfer of personal data abroad

The personal data are mainly stored in Switzerland but may also be sent to other countries when appropriate. The Company shall respect all applicable rules and shall adopt all required and necessary measures prior to the transmission of data abroad. You may receive a copy of these measures by

contacting the Company at We Jobshare Sàrl, Case Postale, 1752 Villars-sur-Glâne or by electronic means at info@wejobshare.ch.

8. Data retention period

As a rule, any personal data that has been collected through the Website or transmitted by you shall be deleted upon termination of the User's account, by the deletion of the User's account content or by the closure of the Website, unless a legal obligation obliges us to retain the data for a longer period of time. After the end of the retention period, we shall delete your personal data without further notification. It is however expressly underlined that these data may be kept even after the Termination of the User's account, the deletion of the User's account content or the closure of the Website, at least temporarily, in particular (without limitation) in case of back-up systems.

If your personal data is processed exclusively with your consent, we may process your data during a short period of time after your consent's withdrawal (in order to follow-up your request) and to keep a record of your request.

Anonymous information (including but without limitation data collected through the use of Cookies) may be kept without any limitation.

9. Security

The Company uses standard technology and security precautions, rules and other procedures to protect your personal data from unauthorized access, improper use, disclosure, loss or destruction. Industry standard firewalls and password protection is also used to protect your identification information.

It is your personal responsibility to ensure that the computer you are using is adequately secured and protected against malicious software, such as Trojans, computer viruses and worm programs. You are aware of the fact that without adequate security measures (including secure Web browser configuration and up-to-date antivirus software) there is a risk that the data and passwords you use to protect access to your data, could be disclosed to unauthorized third parties.

10. Your rights

You are entitled to inquire about the personal data held by the Company and to receive a copy thereof, as well as to request an update, rectification, delectation and minimisation of the processing of your personal data. You may at any time withdraw your consent and have the right to object to the processing of your personal data, unless a legitimate interest justifying the data processing exists. You also have the right to data portability regarding the data that you have transmitted to us and that are processed with your consent or for the performance of a contract.

You may also refuse any use of your personal data by the Company for marketing purpose.

Should you wish to make use of one or more of these rights, please contact the Company at: We Jobshare Sàrl, Case Postale, 1752 Villars-sur-Glâne or by electronic means at info@wejobshare.ch. You may also lodge a complaint with the Federal Data Protection and Information Commissioner (FDPIC).

11. Jurisdiction and governing law

The Policy, as well as all matters arising out or in relation to it (including non-contractual disputes or claims and their interpretation) shall be governed by the laws of Switzerland, to the exclusion of the

rules on conflicts of laws.

Any claim or dispute regarding the Policy or in relation to it shall (including for non-contractual disputes or claims and their interpretation) be subject to the exclusive jurisdiction of the Courts of Fribourg, Switzerland.