

Privacy Policy

Valid from. Dec 21, 2022 (Latest updated Dec 21, 2022)

We, Future of Work Solutions and Nuovo Inizio AB, value your personal integrity and aim at high level of data protection. The purpose of our Privacy policy is to provide you accurate and clear information regarding our responsibility to protect your rights and integrity. In addition, our Privacy policy shall provide understanding about the data we collect about you and how it is used and about the rights you have and how you can enforce them.

Controller

The company behind, and owner of the brand, Future of Work Solutions is Nuovo Inizio AB with organizational number 559323-2746. The company is controller of processing the personal data we collect. Our contact information is: Nuovo Inizio AB, Sankt Mångatan 11B, SE-222 29 Lund, Sweden. For questions about the Privacy Policy please contact us via e-mail: info@futureofworksolutions.com.

We collect personal data that you share with us when you order our Services, when you receive login information and when you become user of the Service, when you use our application or register on our training sessions, seminars and workshops and when you contact us or visit our webpage and accept cookies.

In addition to the data that you share with us, or that we collect based on your use of our services, we may also collect personal data from third parties. These are: information about address from public records to ensure that we have the correct information, information about your credit rating from credit rating agencies and banks and information from social media for marketing purposes.

Personal Data and Processing

Personal data is any information relating to an identified or identifiable natural person. Personal data can be a name, an address or an identification number, but it can also be a picture, an IP-address or an e-mail address – provided that they can be connected to a natural person. Personal data may consist of one or more factors specific to the physiological, genetic, mental, economic, cultural or social identity of that natural person.

Processing of personal data means any operation or set of operations which is performed on personal data. For example, the following are all processing of personal data; collecting, recording, organization, structuring, storing, adapting or altering, retrieving, consulting, using, disclosing by transmission, disseminating or otherwise making available, aligning or combining, restricting, erasing or destructing.

Processing of personal data is in accordance with the provisions of the Swedish Integrity Protection Act and General Data Protection Regulation (GDPR), which applies in the EU from May 25, 2018. We will obtain your consent before initiating processing of your personal data which, according to the law, requires your consent. You must be over 16 years to provide personal information to us. If it comes to our knowledge that we

collected personal data about a person under 16 years, we will take steps to remove the information as soon as possible

Personal data collected through our home page, or in other ways are provided to Future of Work Solutions and Nuovo Inizio AB are never sold to a third party.

Processor

We, Future of Work Solutions and Nuovo Inizio AB deliver services and products such as consulting within Future of Work, strategy and development work (Services). The Customer is a company, public organization, authority, association or private person. The customer is the controller for processing the personal data it has collected and for the data they ask persons to enter in the Services.

We are processor of the personal data we process on behalf of the customer. We therefore have responsibility for the organizational and technical safety measures that are required by data protection laws. Such safety measures shall protect your personal data that we process. Customer has the right to provide us with instructions regarding our processing of your personal data. We have an obligation to comply with such instructions.

For some of the tools that are part of the Services, but that are not the property of Future of Work Solutions and Nuovo Inizio AB, we use suppliers of different platforms, where you also have to accept their privacy policy. We have data processing agreements with them.

Categories and Grounds for Processing Personal Data

We collect the following categories of personal data: name, address, contact information including phone number and e-mail address, online identification (such as user name), company information, answers to questionnaires, and other information that you have chosen to share with us.

We need the above mentioned information to be able to fulfil our contractual obligations to perform the Service to you and the Customer. If you chose not to provide certain personal data, then this may result in the Service being incorrect or misleading or that we are not able to perform the Service to you or to the Customer.

What Personal Data do We Collect from You?

We process personal data that you provide to us as below:

A. Details You Provide to Us through the Service, the Website or if You Enter into an Agreement with Future of Work Solutions and Nuovo Inizio AB

Contact

We, Future of Work Solutions and Nuovo Inizio AB, treat personal data that you have provided us, with the sole purpose of administering them to any future contact. Expressions of interest and personal data from you are administered to be included in any agreements with you, providing information about ongoing projects and services that we provide in connection with various requests.

Data in Contact Forms

On our website there are several forms through which you as a visitor can volunteer to ask questions or report interest, to receive newsletters, invitations or to have materials sent to you. Data requested (e.g., "Form data") is e.g. : name, email and case/message. We use data in the contact form to process your requests and to provide requested Services or to provide the requested information in the contact form.

Personal Data for Marketing Purposes

An acceptance of our privacy policy also expresses your consent to that Future of Work Solutions and Nuovo Inizio AB uses the personal data you provided for marketing and market research. The purpose is to create a better experience, since Future of Work Solutions and Nuovo Inizio AB is constantly working to improve and optimize the quality of our Services (for example, by displaying content that may be of interest to you and delivering more relevant information to you). In case you no longer wish to receive marketing, please contact us and indicate that you do not wish to be contacted for marketing purposes. For mailings, this can be done directly via a link in the mailing.

Registration for Certification, Training and Seminars

We conduct training and when you register to our training sessions, we collect your contact information and company information. Similarly, we collect information about the level of education/certification you hold to ensure which parts of the Service you are entitled to use. When you purchase an education or course from us or register to one of our seminars via the website, we ask you to provide personal information (name, contact details, address, telephone number e-mail address) and invoice address. We use these data to handle invoicing, to send course information and course material digitally. We also use this information to send ongoing updates, information and offers to you.

Support

If you contact us, through mail, chat or otherwise, we will have access to the information you provide to us in that contact. This information is collected to give you quick and relevant service as well as to improve our services in general.

Cooperation Agreement

As a consultant or supplier, Future of Work Solutions and Nuovo Inizio AB will register and save personal information required to complete the current assignment/contract and when there is a legitimate interest in processing your personal information including your consultant profile and –portfolio.

Please Note

Please note that when using our site, there are features that allow you to post information that may be considered personal data. You may only provide information about other persons if you have their consent to provide us with their information.

Purpose for Processing the Data

We process the personal data for the following purposes:

- To provide the Service and fulfill our contractual obligations with you or the customer.
- To communicate with you.
- To send messages and newsletters.
- To update the Service and the terms for it.
- To secure and improve functionality of the Service.
- To personalize and improve your experience of the Service.
- To manage marketing activities, unless you have opted-out from such activities.
- To control, prevent and investigate possible misuse or incorrect use of the Service.
- To comply with legal requirements, such as accounting and bookkeeping act.
- To know which users and customers are using the Service.
- To conduct research and for statistical purposes.

B. Cookies and Log-files

Future of Work Solutions and Nuovo Inizio AB uses cookies. On our site you agree that cookies are used. A cookie is a small data file with text stored in your browser and enables us or third parties to identify you. Cookies can be used for the following purposes: (1) allow certain functions; (2) provide statistics; (3) save your choices, and (4) enable advertising and interest-based marketing. Cookies can be of two types, session cookies or permanent cookies. A session cookie automatically disappears when you close your browser. A permanent cookie remains for a certain amount of time or until you delete your cookies. The expiration date is in the cookie itself; some may cease to work after a few minutes, while others may end after a number of years. Cookies placed by the webpage you visit are sometimes called first-party cookies, while cookies by other companies are called third-party cookies. If you do not want cookies or certain types of cookies, you can change the settings in your browser to delete saved cookies and block new ones. See your browser's help pages for more information about approaches. However, note that deleting or blocking cookies may prevent you from using all of the features on our site, such as saving your choices, and it may also cause certain pages to not display properly.

Third-party Cookies

Future of Work Solutions and Nuovo Inizio AB uses Google Analytics to analyze how the site is used. Google Analytics generates statistics and other information about how the site is used by saving cookies on the user's computer. The information generated for our

site is used to create reports about the use of the site. Google saves and uses this information. Google's Privacy Policy is available at: <http://www.google.com/privacypolicy.html>.

On our website, we also use social media (such as LinkedIn and Facebook). These, in turn, also use analysis cookies. Our cookies are meant to make it easier for you as a visitor and for us. If you continue to use our website without changing your settings, we assume that you have no trouble receiving our cookies.

For How Long is the Data Saved?

We store your personal information until the Services have been performed and, in addition, a reasonable time for purposes of managing complaints and claims. Thereafter we will anonymize your personal data and use it for research and statistics for purposes of improving our services and developing additional services.

For personal information linked to the Service in our own or other's system, different times apply depending on instructions from Customer as well as different times for distributors in different parts of the world. Mostly, data is stored up to one year after the delivery of the Service. Thereafter we anonymize your data and use them in research and statistics to improve our Services and develop new Services.

Consent that your personal information is used for marketing communications is valid until you opt-out from further communication.

Personal data we use for certification or promotion information is retained as long as there is still interest in receiving information about research, news and offers, which we assume until we are asked to delete personal data for this purpose.

Personal data that is used for invoicing is saved as long as it is required as bases for accounting.

With Whom do We Share the Information?

Future of Work Solutions and Nuovo Inizio AB uses third party providers to complete the delivery of its Services. Personal data is processed by, for example, the following external parties: Hosting companies loopia.com, which hosts our websites, Pregati AB and Fortnox, which manage our accounting, as well as Decision Dynamics for profiling and Future of Work Index.

We may share personal information with our subcontractors, partners, and distributors both within and outside EU/EES. This may occur when international assignments so requires, if the Customer Instruction requires it, if the Customer is in a different country, or when users or system administrators are located in a different country. An overview of international partners are found here: <https://futureofworksolutions.com/company/>. Our subcontractors have the same obligations regarding processing of personal data as we have in relation to you. These obligations are documented in written data processing agreement we have with our subcontractors.

We may also share personal information with other affiliated companies in order to perform the Service and to fulfill our contractual obligations towards you or our Customer.

The transfer of personal data that you provide to us by filling out the contact form, e-mail or by verbal contact with us will only be transferred to third parties, to the extent required to comply with the agreement.

Your Rights

You have the right to request information about the data that is registered about you. You have the right to have your personal data corrected if it is inaccurate, to have incomplete personal data completed and right to obtain restriction of processing until the personal data is corrected. You have the right to be forgotten and right to data portability. You also have the right to withdraw your consent, file a complaint about the processing to supervisory authority (in Sweden, Datainspektionen), object to automated individual decision making and profiling and object to direct marketing.

Changes to the Privacy Policy

Future of Work Solutions and Nuovo Inizio AB reserves the right to change the Privacy Policy at any time. The latest update is noted on the first page.