

Data Private Policy Workero

At Workero we care deeply about the protection of our users' data and we've looked closely at how to ensure that we remain compliant with evolving European law regarding transfers of European personal data.

Workero makes every effort to protect its clients' privacy. Workero strives to present accurate and up-to-date information on the website. However, we cannot guarantee that the information is correct at the time of reading. Workero cannot be held responsible for inaccuracies or missing information on the website, nor for the consequences of these inaccuracies. If you find unclear or inaccurate information on this website, we encourage you to send an e-mail to info@workero.com

Privacy agreement

By using the website, you agree with this Privacy Notice and agree with the manner in which information can be collected and used by Workero.

User Data collection

We must ask for certain pieces of personal information when you register through bias of LinkedIn, in order to ensure the proper functioning and security of your account. This data is kept in our database hosted on AWS. The database contains the following information: first and last name, company name, e-mail, telephone number, skills, current job and past experiences. We may consult these data to contact you. When you contact us, we may add comments regarding this contact to your contact file. This allows us to offer quality customer service more efficiently.

Supplier Data collection

In order to be part of Workero, a certain company amount of information must be entered in the supplier operating environment. The following data is required on a main company level:

Company details, Contact persons, spend limit for heroes (if activated), restrictions of access for your employees to other supplier office locations and vice versa, Main company industry, interested company industries & interest in skills

The following data is required on each office location level:

Office name, Office VAT number, Description of activity, Address, office Email, opening hours, Amenities that are provided (Wifi, reception, vending machine, coffee, printing) with indication of price.

Fire escape plan, Safety & security directives & House rules must be uploaded in the supplier system as information to the hero (office space booker)

Office types (desk, private office, meeting room, event room), SQM, seating, Floor, minimum and maximum renting times, pricing per day, week and month, additional services such as projection & white board with pricing.

This data is stored within AWS and is only used for booking purpose of the office space. Please refer to the security file: <http://workero-public-assets.s3.amazonaws.com/media/documents/Security.pdf>

Booking data collection

The following data is required for each individual booking

Hero name, company details, Email, location of booking, time, length, price and payment information. Booking data is presented to the office locations in a minimized way for administrative purpose with the following data:

Hero name, company name, total revenue, length of booking, additional services and payment method. The reconciliation process is done through cumul.io

Click [here](#) to view the Privacy statement of Cumul.

Payment processing Heroes

Your personal information will be shared with a payment processor, such as Stripe, to process credit card transactions in a safe and secure manner.

Stripe's services in Europe are provided by a Stripe affiliate—Stripe Payments Europe Limited ("Stripe Payments Europe")—an entity located in Ireland. In providing Stripe Services, Stripe Payments Europe transfers personal data to Stripe, Inc. in the US. To ensure the adequate protection of personal data, we have certified to the EU-U.S. and Swiss-U.S. Privacy Shield Framework. The Stripe Privacy Shield Policy is available [here](#).

In addition to Privacy Shield, Stripe continues to employ additional compliance measures to ensure an adequate level of protection of personal data transferred outside the European Economic Area.

Payment processing Suppliers

All payments issued from Supplier to Workero are either done through Stripe (membership) or handled by monthly invoicing. All payments from Workero to Suppliers (end of month reconciliation of revenue within the office location) is done through monthly invoicing by our accounting department.

Google Analytics & Cookies

This website uses Google Analytics, a website analytics service provided by Google Inc. ("Google"). Google Analytics uses cookies to analyze how users use the website. The information generated by the cookies about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States.

Google uses this information to track how you use the website, compile reports for website operators and to provide other services relating to website activity and internet usage. Google may also transfer this information to third parties if Google is legally required to do so, or to third parties that process the information on Google's behalf. Google will not link your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings in your browser.

However, this may limit you from using all the features of this website. By using this website, you consent to the processing of your personal data by Google in this manner and for the purposes set out above. Google Analytics is not used within the Workero application itself.

In order to maintain a respective marketing approach and inform our prospects and existing clients, cookies are installed for Client Management purpose through Hubspot. Please refer to the following link to read the cookie policy: <https://legal.hubspot.com/cookie-policy>

Intellectual property rights

The content of this site, including brands, logos, drawings, data, product or company names, texts, images, etc. are protected by intellectual property rights belonging to Workero.

Information coming from third parties!

We may also use information supplied by external partners or data providers in order to contact you for reasons of prospecting. Additionally, we may use information from third parties to correct, complete or update your personal details or to draw up marketing profiles. Workero is using Hubspot as CMS in order to maintain its communication and streamline its marketing both towards heroes and suppliers of office space. For more information on the Privacy policy of our CMS please follow the link: <https://legal.hubspot.com/privacy-policy>

If you are contacted by Interoffices within the framework of a commercial operation, and in a case where you have not communicated your personal details to us, you can always contact us to know from which external partner we have received your personal details.

For what objectives do we use your personal details and what is the legal basis for using them?

With your authorization (legal basis: article 6a of the regulation on private life), we use your data in particular for the following purposes:

- When you ask us questions via our website or through the online chat module.

- To do all communication with you and between the office location in terms of reservation, information and profile exchange.
- To inform you of upcoming bookings and heroes that are present in the network based on your industry and skills interests.
- To secure all interaction on the workero community environment
- To send you newsletters to which you have subscribed
- To send you direct marketing material via e-mail (or via any other channel for which the law requires that we obtain your consent)
- To send you newsletters or other direct marketing communication based on your implicit consent if you are an existing client and you have communicated your e-mail address to us.

Any consent can be withdrawn at any time by contacting us according to the procedure set out in the paragraph 'exercising your rights'.

Within the framework of requesting proposals or in the execution of your contract (legal basis: article 6b of the regulation on private life), we use your data in particular for the following purposes:

- To make a contract proposition to you, to conclude, execute and monitor contract(s) concluded with you (contract management – Office rental)
- To manage internal or external events in which you may participate as a client, visitor, exhibitor, sponsor, speaker, expert or partner.

- For security reasons
- For accounting, dispute, fraud and legal procedures management, the recovery or transfer of debts and the protection of our rights in general.
When we have a legitimate interest, within the context of our marketing activities. In this case, we always take care to achieve a balance with respect for your private life (legal basis: article 6f of the regulation on private life), we use your data in particular for the following purposes:
 - In order to contact you for the purposes of marketing our products and services, potentially on the basis of your marketing profile.
 - To carry out studies, tests and analyses (including client or market studies) with a view to improving our products, our internal procedures and our overall service.
 - In order to draw up statistical or trend analyses for reasons of financial or marketing management or for reporting.
 - In order to prevent or combat any potential fraud or infringement.
In order to comply with current legal obligations to which we are subject (legal basis: article 6c of the regulation on private life)

In certain cases, we are also subject to legal obligations imposing the handling and/or transmission of certain elements of personal data to administrations or institutions as set out by law.

Can your personal data be passed to third parties?

Your personal data can be passed to third parties in the following cases:

- To our sub-contractors within the framework of services carried out on our behalf (for example external call centers, advertising agencies, information service providers, clouds, third party applications that are used by Workero) and only based on our instruction.

Transfer of data outside of the European Union.

If you are located in Europe, your data will not be transferred outside of the European Union.

How long do we keep your data?

Prospects	3 years from the date you are recorded in our database
Users (Heroes)	10 years following your last hero entry activity
Event registration	10 years following your last visit
Network communication	10 years following your last participation
Booking activity	10 years following your last booking
Readers of newsletters, updates and or any subscription channel	3 years after you last opened the newsletter, update or subscription OR 3 years from the date when you subscribed to our newsletter, update or subscription

How do we protect your data?

Your data is handled in total confidentiality. We take all the necessary technical and organizational measures to ensure the security of your data.

What are your rights? How can you exercise them?

In accordance with the legislation on private life, you have the right to access and to correct your data.

You also have the right to ask to be forgotten, in cases set out by the law.

In a case of dispute relative to the handling of your data, you can ask for a suspension of the handling of your data until the dispute is resolved.

Finally, you also have the right to data portability.

Your right to object

At any time and without the need to justify this, you have the right to object to the use of your data for direct marketing purposes and to the use of marketing profiles based on your data. You also have the right to object to your data being passed to third parties for the same purposes of direct marketing.

To exercise these rights:

You should send us a written request, along with a proof of your identity, to the following address: Interoffices bvba, Avenue des Arts 56, 1000 Brussels, Belgium or by email:info@interoffices.com

You also have recourse to the Commission for the Protection of Private Life at this address:

Address: Telephone: Email:

Postal box 4, Brussels, 37, 1000 Brussels +32 (0) 243 108 01
commission@privacy.fgov.be

Contacting Workero

Workero can be contacted at the following address:

Avenue Des Arts 56 | 1000 Brussels

Mail: info@workero.com

Phone : +32 2 431 08 08