

Privacy Policy – MoveFwd

Last updated: June 2025

At MoveFwd, we value your privacy and are committed to protecting your personal data. This Privacy Policy explains what we collect, why we collect it, and how we use it.

1. Who we are

MoveFwd is a project by Studio 73 CV

Company number: BE0689670034

Registered location: Misstraat 126, 2590 Berlaar (Belgium)

Contact: Karine Mutsaert (karinemutsaert@gmail.com – mob. +32473570332)

2. What personal data we collect

Depending on your interaction with us (job application, contact form, coaching session), we may collect:

- Name and contact details
- CV and profile information
- Notes from intake or coaching sessions
- Preferences related to work or career
- Communication via email or website forms

We do **not** collect sensitive data (e.g. health, religion, political views), unless you choose to share it voluntarily and it is relevant to your coaching journey.

3. Why we collect your data

We process your data to:

- Contact you regarding job opportunities or inquiries
 - Assess your profile and potential match
 - Present your profile to potential employers (with your approval)
 - Schedule and manage coaching sessions
 - Improve our service quality and internal processes
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4. Legal basis

We process your data on the basis of:

- Your **consent** (e.g. submitting a form or application)
 - **Pre-contractual steps** (e.g. recruitment process)
 - Our **legitimate interest** (to provide high-quality service)
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5. Do we share your data?

We will **never share your data without your consent**, except when:

- You ask us to introduce you to an employer
 - We are legally obliged to do so (e.g. tax records)
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6. Data retention

- Candidate data: kept up to 2 years after last contact
 - Coaching data: kept up to 3 years after last session
 - Billing data: kept 7 years (required by law)
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7. Your rights

Under GDPR, you have the right to:

- Access your data
- Correct or delete your data
- Withdraw consent at any time
- Object to processing
- File a complaint with the **Data Protection Authority** (Belgium):
<https://www.gegevensbeschermingsautoriteit.be>

Contact us for any requests via: [insert email]

8. Security

We take reasonable technical and organisational measures to protect your data against loss, misuse, or unauthorised access.

9. Changes

We may update this policy from time to time. The latest version is always available on our website.