

# 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.

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## 1. Who we are

MoveFwd CommV

Company number: BE1027899934

Registered location: Plaslaar 34 – 2500 Lier (Belgium) Contact: Karine Mutsaert  
([karinemutsaert@gmail.com](mailto:karinemutsaert@gmail.com) – mob. +32473570332)

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## 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.

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## 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]

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## 8. Security

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

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## 9. Changes

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