

# Privacy Policy for an Expert to be Registered in our Expert Database

## Introduction

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This privacy statement is provided to you by Kisserup International Trade Roots (herein as “Kisserup”), a women-owned and operated company that focuses on international export development strategies, identification of cross-border trade opportunities, B2B and B2G matchmaking, trade training, mentoring, and evidence-based research to build entrepreneurial skills that support growth for micro, small, and medium enterprises (MSMEs) worldwide. Kisserup’s clients range from government agencies, industry associations, and international financial institutions looking to foster business on a global scale for MSMEs under a cluster approach. We are implementing projects for our clients by deploying our own staff or by hiring and deploying independent subcontractors.

## Privacy Policy

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Our Privacy Policy was revised in April 2023.

This Privacy Policy describes our policies and procedures on the collection, use, and disclosure of Your information and tells you about your privacy rights and how the law protects you. Our Privacy Policy is governed by the [10 fair information principles](#) from the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

## Interpretation and Definitions

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### Interpretation

The words of which the initial letter is capitalized have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or plural.

### Definitions

For the purposes of this Privacy Policy:

- **“Personal Data”** is any information that can be used to identify you, including your name, email address, IP address, or any other data that could reveal your physical, physiological, generic, mental, economic, cultural or social identity.

- “Data Controller” is responsible for determining how your personal data will be handled.

## Name and Address of the Data Controller

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The responsible controller of your personal data is

**Kisserup International Trade Roots Inc.**

5112 Prince Street, 3<sup>rd</sup> floor

Halifax, Nova Scotia, B3J 1L3

Canada

E-mail: [info@kisserup.com](mailto:info@kisserup.com)

Website: [www.kisserup.com](http://www.kisserup.com)

## Why We Collect Your Personal Data

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When we recruit subject matter experts, we store their contact data, for example: address, e-mail, telephone number, resume and/or curriculum vitae (CV), and any documentary evidence the expert may have supplied in electronic form and/or hard copy.

We process this personal data exclusively for the purpose of identification and selection of subcontractors and/or partners for projects we are implementing or bidding.

The storage location of CVs and related documents (for example: diplomas, work certificates, references, contact information, etc.) is within our central database of experts. This database is not shared outside of Kisserup.

We may also use your contact information to get in touch with you occasionally, for example, to ask you to provide updates to your CV and personal documents. Please note that we do not use the personal data submitted with your CV for advertising purposes or the sending of newsletters.

## Retention of Your Personal Data

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Kisserup will retain Personal Data only in accordance with this Privacy Policy. We will retain and use Your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

## Transfer of Your Personal Data

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Your information, including Personal Data, is processed at Kisserup’s offices and in any other places where the parties involved in the processing are located. This means that this information may be transferred to —

and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ from those from your jurisdiction.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

Kisserup will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organization or a country unless there are adequate controls in place including the security of your data and other personal information. Your information will not be shared or distributed with your prior consent.

## Legal Requirements

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Kisserup may disclose Your Personal Data in the good faith belief that such action is necessary to:

- Comply with a legal obligation
- Protect and defend the rights or property of the company (Kisserup)

## Deleting your personal data

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You can request the deletion of your personal data, including CV and related personal documents at any time by contacting us at [info@kisserup.com](mailto:info@kisserup.com) or by phone at 1 902 405-3880.

## Contact Us

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If you have any questions about this Privacy Policy, You can contact us:

- By visiting our website: [www.kisserup.com](http://www.kisserup.com)
- By sending us an email: [info@kisserup.com](mailto:info@kisserup.com)

## Consent to keep my personal data

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By sending your CV to Kisserup and receiving this privacy policy you are consenting that Kisserup stores, process, and use of your personal data for the purpose of identification and selection of project personnel. Including the transmission of data to donor organizations or partners in countries outside Canada.