

Information Sheet for Participants in the AuPairCare Program: Collection and Processing of Personal Data by AuPairCare Europe

The responsible handling of your data is important to us!

In order to be able to successfully place participants in the Au Pair program (hereinafter: au pairs), and to fulfil the participation agreement, we, AuPairCare Europe GmbH (hereinafter: AuPairCare), must collect and process personal data from our au pairs. In this Information Sheet we would like to inform you of the purposes and scope of the data processing.

1. Contact for Data Protection Questions

Au pairs can at any time direct questions regarding this information sheet or the data processing by AuPairCare to us at info@aupaircare.eu or to our external data protection officer at dsb-intrax@datenschutz-maximum.de.

2. Collection and Processing of Data from Work & Travel program participants

Purpose of data collection

The main purpose for the data collection and processing by AuPairCare is the fulfilment of the participation contract. Specifically, we or our foreign partner organization collect personal data from au pairs for the following purposes: the placement of an au pair in a host family in the respective host country, the preparation for the au pair stay, if necessary the organization of the trip to the host country, the conclusion of the insurance package contained in the respective contractual scope of services, if necessary for the issuance of the visa documents, the support of the au pair on site as well as for emergencies.

Scope of data collection

We collect the necessary data in the application documents, which are mainly in English. Depending on the host country selected, the application documents are made available to the au pair either as an online form or by e-mail and/or the applicant sets up a personal and password protected online access to the application documents himself. The application documents include information such as names, birth dates, contact details, country of origin, nationality, program preferences, interests, future plans, school performance, nutrition, photos of the au pair, his family and the children cared for, a health certificate and details of religious affiliation. In addition, data is collected and used during the personal interview or telephone interview, during preparation in the home and host countries and during the au pair's care in the host country, insofar as this is necessary for the fulfilment of the participation contract.

Publication of data

In order to find a host family in the host country, the local partner organisation may publish some information on the Internet from the application documents. Depending on the host country and partner organisation, these may include photos, first name, age, gender, nationality, childcare hours, availability, language, swimming, driving, nutrition, and an application video. The au pair agrees to the publication of this information in the participation contract with AuPairCare.

Exchange of contact information

Before the au pair programme, we use the contact data of the au pairs to network them with each other. For example, we send the contact details to the au pairs who are flying to their destination country on the same day or who are staying in the same region. After the au pair stay, we use the contact data of the au pairs to invite them to a return meeting, to inform them about the possibilities of volunteering at AuPairCare and to motivate them to work on the return.

3. Collection and processing of specific types of personal data

In order to find a suitable host family, AuPairCare must also ask au pairs questions about their religious beliefs and their health. This includes information on religious affiliation and practice,

willingness to do so in the host country, general health, allergies, medical history and vaccinations. These are collected partly through self-disclosure, partly through a form filled out and signed by the doctor (health certificate). If the au pair provides the relevant information in the application process, in the interview or in the application documents, we also process data on ethnic origin, political opinions and sexual orientation.

This data is transferred to the partner organisation in the host country and to potential host families to the extent necessary for participation in the programme and in particular for the placement and support of au pairs in Germany and the host country.

Since AuPairCare may not process such special types of personal data without the consent of the person concerned, we obtain the consent of the au pairs in the application process and with the participation contract.

4. Recipients of data

Recipients of the data are insurance companies, travel agencies (flight booking), hotels in which introductory meetings take place, au pairs of AuPairCare or the Intrax family, employees of the partner organisations of AuPairCare in the host country, volunteers of AuPairCare as well as the partner organisations, host families and potential host families, visa offices and, if applicable, state authorities of the host country.

The data will only be processed for the specific purpose and to the extent necessary. A recipient only receives the data he or she needs to fulfill his or her specific task. (For example, an insurance company only receives the information that is necessary to conclude the insurance package).

5. Responsible party(ies) for data processing

The entity responsible for the collection and processing of the data is AuPairCare Europe GmbH, Giesebrechtstr. 10, 10629 Berlin. To the extent data is transmitted to other entities (e.g., partner organisations, government authorities) they are also responsible entities.

6. Retention Periods for Data

AuPairCare only retains data concerning the au pairs for as long as necessary for organisational reasons and as permissible under data protection law. Personal data and contract documents of the au pair are retained based upon statutory retention periods for up to 10 years after the regular conclusion of the au pair program. For contact details that we store in our returnee database, this period will be extended if the au pair continues to be in contact with us.

7. Right to Information and Right of Objection

Upon request, our au pairs will receive from us, at any time and without giving reasons and free of charge, information about their data stored and processed by us and may receive it in a machine-readable format for the purpose of data transferability. You can also have your data corrected or completed at any time. You may also request the deletion or limited processing of your personal data. It should be noted, however, that there are legal storage obligations, e.g. for paid contracts such as the booking of au pair programs, and that we may therefore not delete the data completely in every case. In this case, we will arrange for the processing of the data to be restricted. Au pairs may also revoke their consent to the collection and use of data in whole or in part at any time without giving reasons. Au pairs also have the right not to be subject to a decision based solely on automated processing (including profiling). Au pairs may also revoke their consent to the collection and use of data in whole or in part at any time without giving reasons.

Processing of data for advertising purposes and right of objection

We also use au pair data to recruit volunteers, for returnee work, or to a limited extent to provide information about other program options with AuPairCare. However, AuPairCare will never share personal information about au pairs with third parties for promotional purposes. Of course, you may object to the use of data for advertising purposes by AuPairCare at any time by sending an e-mail to info@aupaircare.eu.

Detailed information on data protection at AuPairCare and the rights of data subjects can be found in the data protection guidelines on our website: aupaircare.eu/privacy-policy

Of course, we are available to our au pairs at any time for further questions regarding our information on data protection and the processing of their personal data.

Status: 2018