

Privacy Policy for CityKids Employees

1. General

CityKids English Center, as well as its subsidiaries and/or affiliated companies (hereinafter collectively: "**CityKids**"), places great importance on preserving the right to privacy of its employees and, as such, on safeguarding personal information collected about CityKids employees and job candidates. This information will be stored in CityKids' databases ("**the Databases**"). The use of personal information will be carried out in accordance with this Privacy Policy or as required by law. In this policy, references to the masculine or feminine form should be understood to include both genders.

2. Types of Information Collected

Upon your recruitment to CityKids and during your employment, personal information about you will be collected, including:

- Name, address, email address, ID number, gender, marital status, family members' details, date of birth, bank account number, education and professional training information, criminal record data (as required by law), references and reviews, salary data, employment documents, and medical information.
- The provision of personal information is voluntary and based on your consent. However, some personal information is necessary for CityKids to comply with legal requirements as an employer.

3. How We Collect Information

We use various methods to collect personal information from and about you, including:

- 3.1. **Information You Provide Directly:** We collect personal information you provide to us directly, for example, through resumes, completing forms, etc.
- 3.2. **Automatically Collected Information:** Such as information collected from the attendance management system.
- 3.3. **Public Information and Information from Third Parties:** For example, we may receive information from previous employers, recruitment and placement companies, social networks (e.g., LinkedIn), etc.

4. Purposes of Collecting and Using Personal Information

CityKids will use employees' personal information for the following purposes:

- 4.1. Entering into an employment contract with you;
- 4.2. Managing CityKids' office and organizational needs (e.g., recruiting employees, managing human resources, paying salaries, making decisions regarding compensation

and promotion, maintaining contact with CityKids employees, organizing team-building activities);

4.3. Complying with legal and regulatory requirements that CityKids is subject to (e.g., submitting required reports to tax authorities);

4.4. Implementing CityKids' internal procedures, including the need to maintain information security.

5. Sharing Information with Third Parties

CityKids may transfer personal information about its employees in the following cases:

5.1. 5.1. To subsidiaries, parent companies, sister companies, and/or other entities related to CityKids in connection with your employment;

5.2. To advisors, contractors, or service providers on behalf of CityKids, for providing services to CityKids and/or employees (e.g., issuing payslips, establishing training funds, and depositing payments in provident funds);

5.3. To authorities, for complying with legal requirements and performing actions according to the law;

5.4. In the case of a legal dispute between the employee and CityKids and/or its representatives, as necessary to handle such a dispute;

5.5. In the case of reorganization of CityKids' activities within another entity, including mergers with another entity, provided that the other entity assumes the provisions of this Privacy Policy;

5.6. With your consent and approval.

6. Data Retention

We will retain personal information for the period necessary to achieve the purposes for which it was collected, including to fulfil our legal obligations. To determine the appropriate retention period for personal information, we will consider, among other things, the purpose of its collection, its scope, nature, sensitivity, the risk of unauthorized access, and the period during which we may need the personal information to comply with legal requirements or manage legal proceedings, in accordance with any legal retention limitations.

7. Changes to the Privacy Policy

We may update this Privacy Policy from time to time. In such cases, we will publish the updated Privacy Policy on the company website.

8. Contact Us

For any questions regarding the Platforms or Services, you can contact the company using the contact details below:

Address: 188 Ibn Gvirol St., Tel Aviv.

Phone number: 03-716-3133

Email address: info@tlvcitykids.co.il

This policy was last updated on June 16, 2024.