

# Privacy Policy

erfisa.ch

## CONTACT

If you have any questions about this Privacy Policy or any other data protection issue, you can contact us using the details below:

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CH - 1260 Nyon 2

By phone : + 41 (0)22 361 63 52

By email : info[at]erfisa.ch

## PREAMBLE

The purpose of this privacy policy is to inform users of the website :

- How their personal data is collected. Personal data is any information that can be used to identify a user. This may include, but is not limited to: first and last names, age, postal or e-mail address, location or IP address ;
- The rights they have regarding this data ;
- Who is responsible for processing the personal data collected and processed ;
- The recipients of this personal data ;
- The website's policy on cookies.

## PRINCIPLES GOVERNING THE COLLECTION AND PROCESSING OF PERSONAL DATA

Personal data is :

- Processed lawfully, fairly and transparently in relation to the data subject;
- Collected for specified, explicit and legitimate purposes and not further processed in a way incompatible with those purposes;
- Adequate, relevant and limited to what is necessary for the purposes for which they are processed;
- Accurate and, where necessary, kept up to date. All reasonable steps must be taken to ensure that personal data which is inaccurate, having regard to the purposes for which it is processed, is erased or rectified without delay;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which it is processed;
- Processed in such a way as to guarantee appropriate security of the data collected, including protection against unauthorised or unlawful processing and against

accidental loss, destruction or damage, using appropriate technical or organisational measures.

## **PERSONAL DATA COLLECTED AND PROCESSED WHEN BROWSING THE WEBSITE**

### **Data collected**

The personal data collected in the course of our business is as follows:

- your name and contact details (e.g. name, address, telephone number or e-mail address), as well as other basic information ;
- technical information (e.g. your IP address, your operating system, your browser, the date and time of your visit, etc.);
- information about your behaviour on erfisa.ch (e.g. information about your interaction with the website, your requests or the pages you visit);
- information relating to documents and communications that we send to you electronically (e.g. your use of electronic mail for marketing purposes);
- any other information about you that is useful for the performance of our services and the processing of your requests (e.g. in connection with a seminar registration).

This data is collected and processed for the following purpose(s):

- processing a request via the contact form ;
- managing registrations ;
- sending e-mailing (newsletter);
- legal obligations of the host (server logs).

### **Data collection method**

When you use our website, the following data is automatically collected:

- the technical information mentioned above

Other personal data is collected when you carry out the following operations on the platform:

- Use of the contact form;
- Registering for training courses;
- Registering to receive newsletters.

This data is kept by the data controller for as long as is necessary for the purposes for which it was collected.

The company may retain certain personal data beyond the above-mentioned periods in order to fulfil its legal or regulatory obligations.

## **Cookies**

A cookie is a small text file made up of letters and numbers that we store on your browser or on your computer's hard drive. This helps us to offer you a better experience when you use erfisa.ch.

We use 'session' cookies, which are strictly necessary cookies. These are temporary cookies, stored in your browser, which disappear at the end of your session on erfisa.ch. They store only the identifier of the website on which erfisa.ch is located and a session number. These cookies are used for browsing on erfisa.ch and are automatically deleted when you close your browser at the end of your session.

In general, you can block cookies by activating the setting on your browser that allows you to refuse all or some cookies. However, if you use your browser settings to block all cookies (including strictly necessary cookies), you may not be able to access all or part of our website.

erfisa.ch may contain links to external/third party websites, some of which may also use cookies. This Privacy Policy does not include third party websites which will be subject to their own privacy and cookie policies. We do not have access to or control over cookies or other functionality used by these websites. Please contact them directly for further information on their privacy practices.

## **Sharing your personal data**

We may share your personal data with trusted third parties, such as suppliers to whom we outsource certain support services, such as IT service providers.

## **USERS' RIGHTS WITH REGARD TO DATA COLLECTION AND PROCESSING**

All users concerned by the processing of their personal data may avail themselves of the following rights:

- Right of access, rectification and deletion of data;
- Right to limit and object to data processing;
- Right not to be subject to a decision based exclusively on an automated process;
- Right to request the transfer of your personal data to another party;
- The right to contact the competent supervisory authority in Switzerland (Préposé fédéral à la protection des données et à la transparence - PFPDT).

To exercise your rights, please contact us using the information given above.

In order for the data controller to process your request, you may be required to provide certain information, such as your full name, e-mail address and account, personal space or subscriber number.

You may withdraw your consent to direct marketing methods and ask us to remove your information entirely from our database for marketing purposes by using the link in the relevant newsletter communication.

## **CONDITIONS FOR MODIFYING THE PRIVACY POLICY**

The publisher of the erfisa.ch website reserves the right to modify this Policy at any time in order to ensure that users of the website comply with current legislation.

Users are invited to familiarise themselves with this Policy each time they use our services, without it being necessary to formally notify them.

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