ACET-VEEDA Privacy Policy

By visiting the ACET-VEEDA website or by becoming a member, **you agree to be bound by our Privacy Policy**, and by all applicable laws and regulations. The materials contained in this website are protected by applicable copyright and trademark law.

1. Principle

We consider the protection of privacy to be a fundamental right in accordance with Article 13 of the Swiss Federal Constitution. Every person has the right to privacy in their private and family life and in their home, and in relation to their mail and telecommunications. Every person has the right to be protected against the misuse of their personal data.

We take the protection of your privacy seriously. It is ACET-VEEDA's policy to respect your privacy regarding any information we may collect from you across our website or collaboration platforms, and other sites that we own and operate.

We gather and process your personal data carefully and exclusively for the purposes described in this privacy policy and only to the extent necessary within the framework of applicable law. We store your personal data exclusively to the extent and for the duration necessary for ACET-VEEDA to function, or as otherwise required by law. We make every reasonable effort to ensure that databases are protected from unauthorised access, loss, misuse, or falsification.

This privacy policy is intended to reflect our obligations under the Swiss Federal Act on Data Protection and with the General Data Protection Regulation (GDPR) of the European Union.

2. Who is responsible for your data

The ACET-VEEDA Board is responsible for ensuring compliance with the applicable legal frameworks concerning data protection. If you have concerns regarding data protection, you may send them to us at the following address:

ACET-VEEDA
Eichenweg 5, 3052 Zollikofen
Switzerland
info@acet-veeda.ch

3. Collection, purpose and legal basis for data processing

We may process personal data for the following purposes:

- administering and maintaining ACET-VEEDA membership;
- processing membership applications and maintaining membership records;
- communicating with members and applicants about membership, payments, activities and association matters;
- organising and administering events, courses, meetings and other activities;
- sending newsletters and other communications where you have requested or consented to receive them, or where another applicable legal basis permits us to do so;
- providing members with access to members-only website content and resources;
- administering our website, collaboration platforms and IT systems;
- responding to enquiries and requests;
- protecting our members, other people and assets entrusted to us, and securing our website, systems and information;
- preventing and investigating criminal activity or other misconduct; complying with legal and regulatory obligations; and
- asserting or defending legal claims where necessary.

Where we rely on your consent for a particular processing activity, you may withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing that took place before you withdrew it.

4. **Cookies/tracking and other technologies in connection with the use of our website**

We may use cookies or related techniques which can identify your browser or device. A cookie is a small file which is sent to your computer or stored automatically on your computer or mobile device by your web browser when you visit our website. This allows us to recognise later visits to our website, even if we do not know who you are. Cookies may be temporary/single session or permanent, in which case they may be used to save your user settings and related information for a specific duration of time. You can adjust your browser settings to reject cookies, or save them for a single session only, or to delete them after a set period of time. We may use permanent cookies to better understand how you use our content. If you block cookies, it is possible that certain functions (such as language options) will no longer work.

To the extent permitted, we may integrate visible and non-visible elements into our newsletters and emails which, when retrieved from our servers, allow us to know if and when you have opened an email. You may block these via your email programme.

In using our website and giving your consent to receive newsletters you agree to the use of these techniques. You may adjust your browser and email settings accordingly in order to avoid this form of data processing.

We use Google Analytics on our website, which is a third-party service provider controlled by Google LLC of Mountain View, California, in the United States. We also use Google Business (also controlled by Google LLC) for document management. WordPress and various plugins are used for website administration and member accounts. MailPoet or Mailchimp (controlled by The Rocket Science Group LLC of Atlanta, Georgia, United States) is used to manage and send our newsletters. The emails are sent using our email service provided through Aruba. Personal data such as your email address and newsletter subscription preferences may therefore be processed by these service providers for the purpose of sending our communications. Zoom (controlled by Zoom Video Communications of San Jose, California, United States) is used for virtual meetings and events.

Google Analytics allows us to measure and evaluate the use (non-personal) of our website. For this purpose, permanent cookies may be used, which are set by the third-party service provider. The service provider does not receive any personal data (nor does it store any IP addresses) but can track your use of the website and combine this with data from other websites you have visited and are also tracked by the service provider and use these insights for its own purposes. If you have registered yourself with this service provider then this service provider may also be able to identify you. The processing of your personal data by this service provider is therefore the responsibility of the service provider in question, in accordance with its own data provision obligations. The service provider merely informs us as to how our website is used, without disclosing to us any personal information about you.

5. Sharing personal data

We do not sell personal data. We may share personal data with service providers that help us operate our website, manage member accounts, send communications or run online events. We may also disclose personal data where required by law or where you have expressly consented.

6. Duration of personal data storage

We process and store your personal data to the extent that it is required to fulfil our contractual and statutory obligations or for the purposes pursued by the processing, and beyond that in accordance with our legal obligations for documentation and storage.

7. Data security

We take the appropriate technical and organisational security precautions to protect your personal data against unauthorised access and misuse via policy and technical means.

8. Data provision

We require certain items of personal information to be provided to us by our members, without which we would be unable to perform our core and support functions.

9. Profiling and automated decision-making

We do not subject your personal data to any automated decision-making, nor do we conduct profiling with personal data.

10. Rights of the person in question

Within the scope of the applicable Swiss and European data protection legal frameworks (e.g. the EU GDPR), you have the right to information and to the amendment, deletion and the right to restrict the processing of data or otherwise to refuse permission to our processing of personal data as well as the publication of certain personal data for the purpose of transfer to another controller (known as data portability). Please note that we reserve the right to enforce certain limitations required by law in cases where we are obliged to store or process certain data, have an overriding interest to do so, or require such data to assert claims. Section 3 of this policy provides information about your option to revoke consent.

Every person affected has the right to legally enforce their claims or submit a complaint with the responsible data protection authority. The responsible data protection authority in Switzerland is the Federal Data Protection and Information Commissioner (www.edoeb.admin.ch).

11. Members responsibilities

To protect the privacy of individual members and the confidentiality of ACET-VEEDA's information, members are not allowed to share ACET-VEEDA documents such as member information or internal information with non-members unless expressly permitted. In the case of questions, members are asked to contact ACET-VEEDA for clarification about the right to share information with others.

12. Amendments

ACET-VEEDA may update this Privacy Policy from time to time to reflect changes in our activities, services, technology or applicable legal requirements. The version published on our website is the version currently applicable.

This policy is effective as of November 2026.