

ACET – VEEDA Privacy Policy

By visiting the website of ACET-VEEDA, and/or by becoming a member of ACET-VEEDA, **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 to 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 aimed at alignment with our obligations under the Swiss Federal Act on Data Protection and with the General Data Protection Regulation (GDPR) of the European Union.

2. Data Protection Officer

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
B – 09
Bundesgasse 32
CH-3003 Berne (Switzerland) info@acet-veeda.ch

3. Collection, purpose and legal basis for data processing

We process the personal data that we receive within the scope of our mission and necessary support functions, including:

- Asserting and defending legal claims in the context of disputes and Swiss or European official procedures
- Prevention and investigation of criminal activity or other misconduct
- Safeguarding our operations, in particular our IT systems, website, and communications
- Security measures to protect our members and other persons or assets entrusted to us (e.g. access control, visitor lists, network and mail scanners, telephone records)

If you have consented to our processing your personal data for specific purposes (e.g. when you register to receive newsletters or submit other requests via our website), we process your personal data within the scope of and based on this consent, unless there is another legal basis or legitimate grounds for doing so. Consent that has been given can be revoked at any time but has no effect on data processing that has already been executed.

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 for 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; Mailchimp (controlled by The Rocket Science Group LLC of Atlanta, Georgia, United States) to send you our newsletter, and Zoom (controlled by Zoom Video Communications of San Jose, California, United States) 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. Third party data transfer

Your personal data is neither transferred, sold, nor otherwise transferred to third parties in any form, unless this is required to fulfil our contractual or statutory obligations, by enforceable court or legal order, or if you have expressly consented to this.

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. User's responsibility

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 or 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

We may amend this privacy policy without notice at any time. The version published on our website is the version currently applicable.

This policy is effective as of September 2021.