

Privacy Policy

Privacy Policy

Data protection and data security are important to Employees Switzerland, Martin-Disteli-Strasse 9, P.O. Box 234, 4601 Olten ("Employees Switzerland"; "we"). We process your personal data responsibly, in accordance with applicable legal requirements and in accordance with this Privacy Policy.

Content of this Privacy Policy

In this Privacy Policy, we inform you about how we collect and process personal data when you visit our website at <https://employees.ch/> ("Website") or social media pages, contact us or use our services.

Responsible for Data Processing

Employees Switzerland is responsible for the data processing described in this Privacy Policy.

If you have any questions or would like to exercise your data protection rights, please contact us at info@angestellte.ch or write to: Employees Switzerland, Martin-Disteli-Strasse 9, P.O. Box 234, 4601 Olten.

Personal Data Processed During Communication and Service

Delivery

We collect the information you provide to us when:

- you contact us;
- you register as a user on the website or online platform;
- you apply for a job with us.

This includes general personal information, such as name and contact information, and, if applicable, information about your position or role with the organization on whose behalf you are contacting us.

We also process personal data that we receive from third parties. This regularly includes personal information we receive in correspondence or meetings with customers, members or business partners, such as your name and information about your activities as a team member of the customer or business partner.

To the extent necessary to achieve the purposes described in this Privacy Policy, we also collect general personal data from publicly accessible registers, websites or platforms (e.g. to verify your signature authorization) or by obtaining information from third parties (e.g. for reference purposes in the application process, if you consent to this).

Provision and Use of our Website and Online Platform

Use for Information

You can find out about Employees Switzerland and our range of services on the website without telling us who you are. As with any connection to a web server, the server on which we have the website and online platform provided automatically logs and stores certain technical data for a short time. This includes the IP address and operating system of your device, the date and time of use, and the type of browser you use to access the website or online platform.

Use of Our Online Platform

We operate <https://employess.ch/> ("online platform"). When you register as a user on the online platform, we collect the information you provide to us. This includes general personal data such as name and contact details as well as personal information that you or other users enter, upload, generate, store and process when using the online platform.

Web Analytics

We use web analysis services (currently Google Analytics) to evaluate the use of the website and obtain information for its optimization. The web analysis services we use collect and store usage data using cookies. Before they are transmitted to a server outside of Switzerland/EU/EEA, the requesting IP addresses are shortened. We therefore do not transmit any personal data to the provider of the web analytics services abroad.

Resources from External Websites

We include resources from external servers on our website. These contain visible content (e.g. videos) as well as technical resources (e.g. fonts).

Technical resources are used to improve the performance or security of our website. When retrieving these resources, the operator of the external servers learns your IP address and/or certain marginal data that are necessary for the use of the servers of the external operator.

Note on the Use of Cookies

We use cookies, tags, and similar technologies on the website to provide you with the best possible user experience and to help us improve the website. Cookies are text files that are downloaded to your computer or mobile device when you visit a website or use an app. Some of the cookies we use are necessary to provide certain features of the website. In addition, we use cookies to analyze the use of the website and to obtain information to optimize the website. You can learn more about our use of cookies by using the cookie preferences tool implemented on the website. You can instruct your browser not to accept cookies or to ask you each time before a cookie is set. You can also delete cookies on your device by using the corresponding function of your browser. In addition, you have the

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option to inform us of your preferences regarding the acceptance of cookies via the cookie preferences tool used on the website.

Use of our Social Media Pages

On our social media pages you will find posts about current developments at Employees Switzerland as well as our range of services. The social media providers collect and analyze usage data such as the number of visits and demographic information about visitors to our company pages.

We receive evaluations from the social media providers based on this data. These contain only aggregated or otherwise sufficiently anonymized data. Only the respective provider can identify you based on the usage data collected. Therefore, please refer to the data protection information of the respective provider.

Use and Optimization of Our Newsletter

When you sign up for our newsletter, we collect the information you provide to us. This includes general personal data such as first name, last name and e-mail address.

We use analytics services to measure and analyze the use of our newsletter. The analytics services collect and analyze usage data such as the number of people who have opened a newsletter or clicked on certain posts. We receive evaluations based on this. These allow us to optimize our newsletter and provide you with content that interests you.

You can also let us know at any time if you would like to stop receiving our newsletter in the future. To do so, please use the unsubscribe link at the end of the newsletter. If you click on this, we will no longer measure and analyze your use of the newsletter in the future.

For what Purposes We Process Your Personal Data and on which Basis

We process your personal data primarily to inform you about our range of services and to provide, document and invoice our services in accordance with our contractual and legal obligations.

In addition, we process your personal data for the following purposes:

- Responding to your inquiries and communicating with you;
- processing your registration;
- responding to applications;
- provision of the website and the online platform;
- analysis and optimization of the use of the website and the online platform;
- optimizing our posts on our social media pages;
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information about new developments at Employees Switzerland and about new services (e.g. via our newsletter; you can inform us at any time that you wish to refrain from receiving such information in the future);

- compliance with legal obligations; and
- enforcement of legal claims.

We have a legitimate interest in the processing of your personal data corresponding to the aforementioned purposes. Some processing is also necessary so that we can fulfill our contractual obligations to you or our legal obligations (e.g. retention obligations). On this basis, we process your personal data if and to the extent that the applicable data protection law requires a legal basis or justification for the lawfulness of the data processing in general or for specific processing activities.

How We Store and Protect Your Personal Data

We store your personal data only to the extent and for as long as necessary to fulfill the purposes described in this Privacy Policy or to comply with legal obligations.

In the interest of the integrity and confidentiality of personal data, we take appropriate technical and organizational measures. In particular, we implement access controls and procedures to regularly review, assess, and evaluate the effectiveness of the measures in accordance with our risk assessment.

With Whom We Share Your Personal Data

In order to achieve the purposes described in this privacy policy, it may be necessary for us to share your personal data with other companies. These are the following categories of recipients:

- External service providers;
- suppliers and business partners;
- authorities and courts (if applicable).

Place of Processing

We store and process your personal data primarily in Switzerland and the EU. We may transfer your personal data to recipients in countries outside Switzerland or the EU (worldwide, especially USA). Data transfers to countries without adequate data protection are based on standard data protection clauses or legal exceptions (e.g. necessity for contract fulfillment).

Your Rights in Relation to Your Personal Data

You have the following rights in relation to personal data concerning you:

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- The right to obtain information about which personal data we store about you and how we process it;
- the right to receive or transfer a copy of your personal data in a common format;
- the right to rectify your personal data;
- the right to have your personal data deleted
- and the right to object to the processing of your personal data.

Please note that legal requirements and exceptions apply to these rights. To the extent permitted by law, we may refuse your request to exercise these rights. You also have the right to file a complaint with the responsible data protection supervisory authority.

How We Can Change this Privacy Policy

We may change this Privacy Policy at any time, especially if we change our data processing practices or if new legislation becomes applicable. The version provided at <https://employees.ch/privacy> is applicable.