

## Privacy Statement

With this Privacy Statement, we inform you about which personal data we process within the context of our activities and operations, including our HRM website. We specifically inform about what for, how, and where we process which personal data. In addition, we inform about the rights of persons whose data are processing.

For individual or additional activities and operations, further privacy statements as well as other legal documents such as General Terms and Conditions (GTC), Terms of Use or Conditions of Participation may apply.

We are subject to Swiss data protection law. The European Commission recognises Swiss data protection law ensures adequate data protection.

### 1 Contact details

Office responsible for the processing of personal data:

HRM Systems AG  
Technikumstrasse 82  
CH-8401 Winterthur

[compliance@hrm-systems.ch](mailto:compliance@hrm-systems.ch)

We will point out if there are other persons responsible for processing personal data in individual cases.

### 2 Terminology and legal basis

#### 2.1 Terminology

Personal data shall mean all information that refer to an identified or identifiable natural person. A data subject is a person about whom we process personal data.

Processing includes any handling of personal data, irrespective of the means and procedures used, such as querying, matching, adapting, archiving, storing, reading out, disclosing, procuring, recording, collecting, erasing, disclosing, arranging, organising, storing, modifying, disseminating, linking, destroying and using personal data.

#### 2.2 Legal basis

We process personal data in accordance with Swiss data protection law such as, in particular, the Federal Act on Data Protection (Data Protection Act, FADP) and the regulation on data protection (Data Protection Regulation, DPR).

We process personal data, if and to the extent that the Data Protection Act is applicable, in accordance with at least one of the following legal bases:

Art. 31 para. 2 lit. a The controller processes personal data relating to a contracting party in direct connection with the conclusion or the performance of a contract.

Art. 31 para. 2 lit. e The controller processes the personal data for purposes not related to specific persons, in particular for research, planning or statistics, provided the following requirements are satisfied:

1. The controller anonymises the data as soon as the purpose of processing permits; if anonymity is impossible or if it requires disproportionate effort, the controller shall take appropriate measures to prevent the identification of the data subject.
2. If the matter involves sensitive personal data, the controller shall disclose such data to third parties in such a manner that the data subject is not identifiable; if this is not possible, it must be guaranteed that the third parties only process the data for purposes unrelated to the data subject's person.
3. The results are published in such a manner that data subjects are not identifiable.

Art. 9 para. 1 The processing of personal data may be assigned by contract or by the legislation to a processor if:

- a. the data is processed only in the manner in which the controller itself is permitted to do it; and
- b. no statutory or contractual duty of confidentiality prohibits assignment.

Para. 2 The controller must satisfy itself in particular that the processor is able to guarantee data security.

Para. 3 The processor may only assign processing to a third party with prior approval from the controller.

Para. 4 It may claim the same grounds for justification as the controller.

### **3 Nature, purpose, and scope**

We process the personal data that is necessary to carry out our activities and operations in a sustainable, user-friendly, secure and reliable manner. Such personal data may fall into the categories of inventory and contact data, browser and device data, content data, meta or marginal data and usage data, location data, sales data as well as contract and payment data.

We process personal data for the period of time necessary for the relevant purpose(s) or as required by law. Personal data that no longer needs to be processed is anonymised, pseudonymised or deleted.

As a matter of principle, we only process personal data with the consent of the persons concerned. If and to the extent that processing is permitted for other legal reasons, we may waive the requirement to obtain consent.

In this context, we process in particular information that a data subject voluntarily provides to us when contacting us - for example by post, e-mail, social media or telephone - or when registering for a newsletter or a course registration. If we receive data about other persons, the transmitting persons are obliged to ensure data protection with regard to these persons as well as to ensure the accuracy of this personal data.

We also process personal data that we receive from third parties, obtain from publicly accessible sources or collect in the course of our activities and operations, if and to the extent that such processing is permitted by law.

## **4 Applicants**

We process personal data about applicants to the extent necessary to assess their suitability for an employment relationship or for the subsequent performance of an employment contract. The required personal data results in particular from the information requested, for example in the context of a job advertisement. We also process personal data that applicants voluntarily provide or publish, in particular as part of cover letters, CVs and other application documents as well as online profiles.

We use third-party services to advertise jobs via e-recruitment and to enable and manage applications.

## **5 Personal data abroad**

As a matter of principle, we process personal data in Switzerland.

## **6 Rights of data subjects**

### **6.1 Data protection claims**

We grant data subjects all rights in accordance with the applicable data protection law. Data subjects, in particular, have the following rights:

**Information:** Data subjects may request information as to whether we process personal data about them and, if so, what personal data is involved. Data subjects also receive the information required to assert their data protection claims and ensure transparency.

**Rectification and limitation:** Data subjects may have incorrect personal data corrected, incomplete data completed, and the processing of their data restricted.

**Erasure and objection** Data subjects may have personal data erased ("right to be forgotten") and can object to the processing of their data with effect for the future.

Data disclosure and data transmission: Data subjects may request the disclosure of personal data or the transfer of your data to another controller.

We may defer, restrict, or refuse to exercise the rights of data subjects to the extent permitted by law. We may inform data subjects of any requirements that must be met in order to exercise their rights under data protection law. For example, we may refuse to provide information in whole or in part with reference to trade secrets or the protection of other persons. For example, we may also refuse to delete personal data in whole or in part with reference to statutory retention obligations.

We may exceptionally charge costs for the exercise of rights. We inform data subjects in advance about any costs.

We are obliged to take appropriate measures to identify data subjects who request information or assert other rights. Data subjects are obliged to cooperate.

## **6.2 Right to complain**

Data subjects have the right to enforce their data protection claims by legal means or to lodge a complaint with a competent data protection supervisory authority.

The data protection supervisory authority for private controllers and federal bodies in Switzerland is the Federal Data Protection and Information Commissioner (FDPIC).

## **7 Data security**

We take suitable technical and organisational measures to ensure data security appropriate to the respective risk. However, we cannot guarantee absolute data security.

Our website is accessed using transport encryption (SSL / TLS, in particular with the Hypertext Transfer Protocol Secure, abbreviated to HTTPS). Most browsers indicate transport encryption with a padlock in the address bar.

Our digital communication - like all digital communication in general - is subject to mass surveillance without cause or suspicion and other surveillance by security authorities in Switzerland, the rest of Europe, the United States of America (USA) and other countries. We cannot directly influence the corresponding processing of personal data by secret services, police forces and other security authorities.

## **8 Use of the website**

### **8.1 Cookies**

We may use cookies. Cookies - our own cookies (first-party cookies) as well as cookies from third parties whose services we use (third-party cookies) - are data that are stored in the browser. Such stored data need not be limited to traditional cookies in text form.

Cookies can be stored in the browser temporarily as "session cookies" or for a certain period of time as so-called permanent cookies. "Session cookies" are automatically deleted when the browser is closed. Permanent cookies have a specific storage period. In particular, cookies make it possible to recognise a browser the next time you visit our website and thus, for example, to analyse website usage.

Cookies can be completely or partially deactivated and deleted at any time in the browser settings. Without cookies, our website might not be fully available. We actively request explicit consent to the use of cookies, at least if and to the extent necessary.

## **9 Notification and messages**

We send notifications and messages by e-mail and via other communication channels such as SMS.

### **9.1 Consent and objection**

You must always expressly consent to the use of your e-mail address and your other contact addresses, unless the use is permitted for other legal reasons. Wherever possible, we use the "double opt-in" procedure to obtain consent, i.e. you will receive an e-mail with a web link that you must click on to confirm, so that no misuse by unauthorised third parties can occur. We may log such consents, including the IP address, date and time, for evidence and security reasons.

You can object to receiving notifications and communications such as newsletters at any time. Necessary notifications and communications in connection with our activities and operations remain reserved.

### **9.2 Service provider for notifications and messages**

We send notifications and messages with the help of specialised service providers.

We use in particular:

Mailchimp: Communication platform; provider: The Rocket Science Group LLC DBA Mailchimp (USA) as a subsidiary of Intuit Inc. (USA); Information on data protection: [Global Privacy Statement](#) | [Intuit](#)

eyevip cloud ("eyevip"): Course/event management tool; Service provider: eyevip cloud AG, Zurich (Switzerland); Information on data protection: [eyevip Privacy Statement](#)

## 10 Social media

We are present on social media platforms and other online platforms in order to communicate with interested parties and provide information about our activities and operations. In connection with such platforms, personal data may also be processed outside Switzerland and the European Economic Area (EEA).

The general terms and conditions (GTC) and terms of use as well as privacy statements and other provisions of the individual operators of such platforms also apply in each case. In particular, these provisions provide information about the rights of data subjects directly vis-à-vis the respective platform, including, for example, the right to information.

## 11 Third-party services

We use the services of specialised third parties in order to be able to carry out our activities and operations in a permanent, user-friendly, secure and reliable manner. Among other things, we can use such services to embed functions and content in our website. In the case of such embedding, the services used collect the IP addresses of the users at least temporarily for technically compelling reasons.

For necessary security, statistical and technical purposes, third parties whose services we use may process data in connection with our activities and operations in aggregated, anonymised or pseudonymised form. This is, for example, performance or usage data in order to be able to offer the respective service.

We use in particular:

Services provided by Google: Providers: Google LLC (USA) / Google Ireland Limited (Ireland) for users in the European Economic Area (EEA) and Switzerland; General information on data protection: "Privacy and Security Principles", Privacy Statement, "Google is committed to complying with applicable data protection laws", "Privacy Policy for Google Products", "How we use data from websites or apps on or in which our services are used" (information from Google), "Types of cookies and other technologies used by Google", "Personalised advertising" (activation / deactivation / settings).

Services provided by Microsoft: Providers: Microsoft Corporation (USA) / Microsoft Ireland Operations Limited (Ireland) for users in the European Economic Area (EEA), the United Kingdom and Switzerland; General information on data protection: "Data protection at Microsoft", "Data protection and privacy (Trust Centre)", Privacy Statement, data protection dashboard (data and data protection settings).

Confluence Cloud: Client portal, operator: catworkx AG, Winterthur; provider: Atlassian Corporation Plc. for users in the European Economic Area (EEA), the United Kingdom and Switzerland; Information on data protection: [Comprehensive data protection | Atlassian](#)

## 11.1 Digital infrastructure

We use the services of specialised third parties in order to be able to make use of the necessary digital infrastructure in connection with our activities and operations. These include hosting and storage services from selected providers.

We use in particular:

Services provided by Microsoft: Providers: Microsoft Corporation (USA) / Microsoft Ireland Operations Limited (Ireland) for users in the European Economic Area (EEA), the United Kingdom and Switzerland; General information on data protection: "Data protection at Microsoft", "Data protection and privacy (Trust Centre)", Privacy Statement, data protection dashboard (data and data protection settings).

## 11.2 Contact details

We use services from selected providers in order to be able to communicate better with third parties such as potential and existing customers.

## 11.3 Audio and video conferences

We use specialised audio and video conferencing services to communicate online. For example, we can use it to hold virtual meetings or conduct online lessons and webinars. For participation in audio and video conferences, the legal texts of the individual services, such as privacy statements and terms of use, also apply.

Depending on your life situation, we recommend muting the microphone by default when taking part in audio or video conferences and blurring the background or displaying a virtual background.

We use in particular:

Microsoft Teams: Platform for audio and video conferencing, among other things; provider: Microsoft; Teams-specific information "data protection and Microsoft Teams".

## 11.4 Google Services

We use in particular:

Google Maps including Google Maps Platform: Card service; provider: Google; Google Maps specific information: "How Google location data is used".

Google Analytics: Analysing the use of the website; provider: Google; Google Analytics specific information: Measurement also across different browsers and devices (cross-device tracking) and with pseudonymised IP addresses, which are only transmitted in full to Google in the USA in exceptional cases, "data protection", "browser add-on to deactivate Google Analytics".

Google Tag Manager: Integration and management of website tags and other services from Google and third parties; provider: Google; Google Tag Manager-specific information: "Data collected with Google Tag Manager"; further information on data protection can be found in the individual integrated and managed services.

## **12 Final provisions**

We may amend and supplement this Privacy Statement at any time. We will inform you about such adjustments and additions by publishing the current Privacy Statement on our website.