

Privacy Statement

1 Introduction

With this Privacy Statement, we inform you about which personal data we process within the context of our activities and services. In particular, it describes the purposes for which we process personal data, the legal basis for doing so, how the data is processed and the rights of the data subjects. This statement does not form part of any contract.

We are subject to the Swiss Data Protection Act (FADP). In certain cases, the European Union's European General Data Protection Regulation (GDPR) may also be applicable.

2 Contact details

HRM Systems AG
Technikumstrasse 82
CH-8401 Winterthur
compliance@hrm-systems.ch

3 Categories of personal data and data sources

We process the following data:

- Master data (e.g. name, contact details)
- Contract data (e.g. billing details, payments)
- Communication data
- Usage data (e.g. website interactions)
- Technical data (e.g. IP address, device information)
- Applicant data

Data sources:

- Directly from the data subjects
- From publicly accessible sources
- From third parties

4 Purposes

We process the personal data that is necessary to carry out our activities and operations in a sustainable, user-friendly, secure and reliable manner.

We process personal data in accordance with Swiss data protection law for the following purposes:

- Contract fulfilment
- Communication
- Marketing
- Security and prevention

- Fulfilment of legal obligations
- Data on usage behaviours, preferences or interactions with our digital services (e. g. event registration)

5 Legal basis

- Consent
- Contract
- Legal obligation
- Legitimate interest

6 Automated decision-making, profiling and AI

We do not use automated decision-making with legal effect. Profiling or the use of AI are carried out only within the limits permitted by law and are communicated in a transparent manner.

7 Mandatory and voluntary information

Where data is required, we clearly indicate this. Any additional data is provided on a voluntary basis.

8 Disclosure of data to third parties

- Service providers (e.g. IT, marketing, payment processing)
- Authorities (where required by law)
- Business partners

9 Location of data

As a matter of principle, we process personal data in Switzerland. Should transmission abroad become necessary, we apply recognised safeguards such as the EU Standard Contractual Clauses for countries that do not have an adequate level of data protection.

10 Rights of the data subjects

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

- Information
- Rectification
- Erasure
- Restriction of processing
- Data portability
- Objection
- Withdrawal of consent

10.1 Right to lodge a complaint

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).

10.2 Procedure

Requests must be submitted in writing or by email. We reserve the right to request further information for identification purposes.

11 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.

12 Cookies and tracking

We use cookies for functionality, analysis and marketing. Deactivation is possible via browser settings.

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.

13 Notifications

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.

14 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).

15 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 includes for example, performance or usage data in order to be able to offer the respective service.

We use the services of:

- Google (e.g. Analytics, Maps)
- Microsoft (e.g. Teams)
- Mailchimp (email communication)
- Confluence Cloud (collaboration tool)

Please consult the privacy policies of these providers for details on how they process data.

16 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 is determined in particular by 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.

17 Amendments

We may amend and supplement this Privacy Statement at any time. The current version is always published on our website.