

Privacy Policy

Information on the collection of personal data at the Swiss Paraplegic Foundation

The Swiss Paraplegic Foundation (SPF) and the Benefactors' Association (BA) dedicate their utmost attention to data protection.

This information is intended to show you how we process your personal data at the SPF and BA and inform you of your rights grounded in data protection law.

The SPG Privacy Policy informs you about data collected via the website.

1. Who is responsible for the data processing and who can I contact?

Data processing is the responsibility of:

Swiss Paraplegic Centre
Guido A. Zäch Strasse 10
CH-6207 Nottwil

The data protection officer can be contacted at:

Swiss Paraplegic Group
Information security and data protection officer
Guido A. Zäch Strasse 1
CH-6207 Nottwil
E-mail: datenschutz@paraplegie.ch

2. Which sources and data do we use?

We process all your personal data that we receive from you in the context of our relationship with you as a member, donor, visitor, customer, business partner, applicant or the like.

We also collect personal data from publicly accessible sources for the purposes of customer acquisition and member marketing.

As part of an application procedure, you make your personal data available to SPF via your application for the purpose of job searching. Your data is stored and processed on the systems of our software partner Haufe-umantis AG.

There is the possibility that you will be captured by our surveillance cameras at various public places (e.g. car parks, material handling areas, entrances and exits of SPG buildings) – the places will be marked.

3. Which data is collected?

We collect personal details (name, address and other contact details, date of birth, family circumstances) from our members and donors.

For contractual relationships resulting from a company visit, business relationships or similar, we collect all data that we need in order to fulfil contractual or legal obligations.

When you submit requests for support to the Swiss Paraplegic Foundation via direct aid, we collect personal details (name, address, other contact details, date of birth), the diagnosis along with the accident date or the onset of the disease as well as information about your financial situation. In order to process these requests, a medical certificate and the last tax assessment are therefore to be submitted.

When you submit requests for benefactor benefits, we collect personal details (name, address, other contact details, date of birth), the diagnosis along with the accident date and the type of accident, the benefactor number and the type of membership. To assess your entitlement to the benefits, we need a medical certificate and your ASIA and SCIM status in order to determine the exact amount due.

Within the course of an application procedure, the data from the application documents such as your cover letter, CV, professional, educational and training qualifications as well as work references are collected.

Surveillance cameras on the Paraplegic Group campus (including car parks) film all people. Facial recognition software is not used.

4. Why do we process your data (purpose of processing)?

We process your personal data in accordance with data protection law.

The member and donor data will be used exclusively for supporting members and donors and only for our own purposes or the purposes of the Swiss Paraplegic Group (SPG), i.e. for those of the SPF or its subsidiaries and partner companies.

Data from contractual relationships is processed to provide and purchase services in relation to the performance of our contracts with you.

Data relating to applications to the SPF or BA will only be used to assess the applications.

The purposes of the processing are primarily based on the specific product (e.g. company management, service purchases and similar).

In order to protect our own legitimate interests, we process your data beyond the actual fulfilment of the contract for advertising purposes or market and opinion research, provided that you have not objected to the use of your data.

5. Who receives my data?

Within SPF, those bodies that need your data to fulfil our contractual and legal obligations will have access to it. Service providers and vicarious agents can receive data for these purposes if they have signed a data protection agreement.

Member and donor data will never be made available, sold or exchanged to anyone outside of the SPG for promotional purposes (see also the General Membership Provisions of the Benefactors' Association).

Data relating to applications to the SPF or BA will not be passed on to third parties, sold or exchanged. It will not be used for advertising purposes or for market or opinion research either.

The company obliges SPF employees to keep confidential all facts and evaluations they have gained knowledge of as part of their work. We do not pass on information about you without your consent.

Within the SPG, the data of one organisation will only be transferred to another with your consent.

The HR department at the SPC is responsible for managing personnel at the SPF. Applicant data is processed by the SPC HR department and stored and processed on the systems of our software partner Haufe-umantis AG. Secure transfer is ensured with 128-bit encryption.

The data collected from the video surveillance on the Nottwil Campus will only be disclosed to third parties on the basis of a legal obligation or for the assertion of the legitimate interests of a Paraplegic Group organisation.

6. Is data transmitted to a third country or an international organisation?

Data is never transferred to places outside of Switzerland (so-called third countries) without your consent.

7. How long is my data stored for?

We process and store your personal data for as long as it is required for the fulfilment of our contractual and legal obligations. It is worth noting in this respect that our relationships to you as a member, donor, visitor, applicant or business partner are a continuing obligation which are intended to last for years.

If the data is no longer necessary for the fulfilment of contractual or legal obligations, it will be erased.

If you are employed at the SPF, your applicant data will be included in your employee file.

If you applied but were turned down, your information will be erased around 24 months after the application procedure has come to an end so that we can answer any questions the regional job centre may have. You are not informed of the data's erasure. If we want to include your data in a talent pool, we will obtain your explicit consent.

Video recordings will be automatically deleted after 60 days at the latest. It is only possible to store the videos for longer if this is done so in connection with an assertion of claims.

8. What are my data protection rights?

As the data subject, you have the right to information, inspection, rectification, erasure and restriction of processing. You may revoke consent you have given for data processing at any time. Please note that the withdrawal of consent is only effective for the future. Processing executed before the withdrawal is not affected thereby.

The rights of the data subject can be asserted in an informal manner. A request is to be addressed to:

Swiss Paraplegic Group
Information security and data protection officer
Guido A. Zäch Strasse 1
CH-6207 Nottwil
E-mail: datenschutz@paraplegie.ch

9. Erasure of data

The data we store will be erased as soon as it is no longer required for its purpose and the erasure is not in conflict with any legal retention obligations. If the user's data is not erased because it is necessary for other purposes permitted by law, its processing will be restricted. This means that the data is blocked and not used for other purposes. This applies, for example, to user data which must be stored for reasons under trade or tax law.

10. To what extent is automated decision-making carried out?

The SPF does not carry out any fully automated decision-making based on the information we have.

11. Is profiling carried out?

No profiling is carried out with the data collected about you.

12. Security measures

We take organisational, contractual and technical security measures according to the state of the art to ensure compliance with the provisions of data protection laws and thus protect any data we process from accidental or intentional manipulation, loss, destruction or access by third parties.

13. Changes to the Privacy Policy

Changes to this Privacy Policy may be necessary as part of the further development of our websites and the implementation of new technologies. We therefore recommend that you reread this Privacy Policy from time to time.

SPF, January 2019