

## **PRIVACY POLICY – UNION OF VASCULAR SOCIETIES OF SWITZERLAND**

Date: 25.08.2023

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### **General information**

We value your privacy. That means we will only process personal data in accordance with applicable data protection law, including the Swiss Federal Data Protection Act of 19 June 1992 (DPA), the totally revised Data Protection Act valid from 1 September 2023 and, where relevant, the EU General Data Protection Regulation (GDPR).

We reserve the right to revise this Privacy Policy from time to time. The version available for download from the website is the applicable version each time you access or visit the site.

By using our website, you consent to the collection, processing and use of data as described below. This privacy policy only applies to our website. It does not apply to other websites to which we may simply refer by means of a hyperlink.

### **How can you contact us?**

If you have any questions regarding the processing of your personal data or if you wish to exercise your rights as a data subject, you can contact our office at [USGG@meister-concept.ch](mailto:USGG@meister-concept.ch).

### **What personal data do we collect and process?**

The following types/categories of data may be collected, processed and used by the Union of Vascular Societies of Switzerland:

- Personal master data (e.g. surname, first name, address, date of birth)
- Application data (e.g. CV, training certificates and letter of motivation)

- Communication data (e.g. telephone, email address)
- Contract master data (e.g. contractual relationship, product or contractual interest)
- Contract accounting and payment data (e.g. salary, travel expenses, etc.)
- IT usage data (e.g. user ID, passwords and roles)
- Bank details (e.g. account details and credit card number)

Personal data is data that can be used to identify you or that we can otherwise attribute to you. We process the personal data that you provide to us voluntarily, namely when you communicate with us via email, our contact form, by telephone or other channels.

### **How and for what purposes do we generally use your data?**

We use your personal data to manage our relationship with you as a customer, for communication purposes and to keep our contact information up to date.

### **When do we share your data with third parties?**

We will not sell your personal data or otherwise disclose it to third parties without your consent. The Union of Vascular Societies of Switzerland may also engage service providers in the processing of data, management of the website or for other matters, and in the provision of the products and services you have requested. The service providers concerned will be required to maintain the same level of security and data protection as the Union of Vascular Societies of Switzerland.

If the level of data protection abroad does not correspond to that in Switzerland or the European Union, we first carry out a risk assessment and ensure by means of contract that the same level of protection is guaranteed as in Switzerland or the European Union (e.g. using standard contractual clauses). If our risk assessment is negative, we take additional technical measures to protect your data. Exceptionally, we may also disclose your data abroad without the level of data protection being equivalent to ours and without standard contractual clauses, for example if you expressly consent to the disclosure. If we disclose personal data worldwide, we expressly draw your attention to this fact in this privacy policy.

In addition, your data may be disclosed if the Union of Vascular Societies of Switzerland is obliged to do so by law, by the authorities or by the courts, or if this is necessary to enforce legal claims.

**How do we protect your data?**

We use adequate technical and organisational measures, including the use of an SSL (Secure Socket Layer) procedure to encrypt data transmission, in order to protect your personal data against loss and unauthorised access. We regularly review our security policies and procedures to ensure that our systems are secure.

**How long do we keep your data?**

We retain your personal data for as long as is necessary for the purposes for which it was collected, for as long as we are required to do so by law or for as long as we have a legitimate interest in retaining it (e.g. as evidence or for IT security purposes).

**How do we use your data in relation to the newsletter?**

For our newsletter, we collect your personal data consisting of: salutation, first and last name, language, country, company and email address. We use the data collected exclusively for distribution and personalisation of the newsletter. We do not share this data with third parties without your consent.

We use the MailXpert tool for sending the newsletter, which is hosted by mailXpert GmbH, 8050 Zurich, at their own data centre in Switzerland. By subscribing to the newsletter, you agree to the transfer of data to mailXpert GmbH.

In MailXpert, your newsletter data is linked to your contact data from project enquiries and existing relationships.

If you no longer wish to receive newsletters from us at a later date, you can revoke your consent at any time.

**How do we use your data within the scope of email communication?**

If you contact us by email, the personal data you send us will be stored. We do not share this data with third parties without your consent. We collect the data only to process your requests.

You should note that data transfer via the internet (e.g. via email communications) may represent a security vulnerability. It is not possible to completely protect data against access by third parties.

### **How do we use your data in relation to the web portal?**

At the Union of Vascular Societies of Switzerland (UVSS) umbrella organisation we provide a web portal (MYUVSS) for the members of our professional societies.

You can create your own account for our web portal on the websites of the respective professional societies; you will also find a corresponding login function on our website. You will receive the login details from us as a result of your membership application. To create an account, we need you to provide us with your title, first name and surname, address, country, email address and date of birth. We use the data that we collect exclusively for the purpose of creating the login and to ensure that you are able to use the login correctly.

You can update your personal data via your personal login. In addition, we will automatically delete your personal data in the following cases: Cancellation of membership, death.

### **Membership of multiple professional societies:**

If you are a member of more than one of the professional societies under the umbrella of the UVSS, your details only recorded once in the web portal. When you update your details in your account, any changes will automatically apply to all the professional societies to which you belong.

### **Data sharing and cooperation between different umbrella organisations:**

It is also possible for data stored in the web portal to be shared between different umbrella organisations or for the umbrella organisations to cooperate. For example, if your professional society belongs to both the UVSS and another umbrella organisation, your account will linked to both umbrella organisations or a single web portal may be operated and managed by both umbrella organisations. When you update their details in your online account, these changes will apply automatically to all umbrella organisations to which your professional society belongs.

### **How do we use cookies?**

When you visit the Union of Vascular Societies of Switzerland website, we collect statistical visitor data on what parts of the website you and all other users visit particularly frequently. In doing so, we collect data about the web browser being used, the operating system, web logs and other connection data. It is sometimes necessary to use cookies for this purpose. Cookies are small files that are stored on your computer or mobile device when you use one of our websites. The purpose of the cookies we use is to ensure the functions of our websites work properly. In addition, we use cookies to adapt our web offer to your wishes as a customer and to make the experience of browsing our offer as comfortable as possible for you. The data that is collected for this purpose does not contain any reference to you as an individual or is sufficiently anonymised that you cannot be identified.

Most browser software is configured to accept cookies automatically. However, you can instruct your browser not to accept cookies or to prompt you each time before accepting a cookie from a website you visit. You can also delete cookies on your computer or mobile device by using the corresponding function in your browser software. If you choose not to accept our cookies, you may not be able to see certain information on our website and may not be able to use some features designed to enhance your visit.

### **How do we use web analytics tools?**

Google Analytics

We use Google Analytics as a web analysis tool in order to constantly improve and optimise our web offer. It provides us with statistics and charts that give us information about how our websites are used. This website usage data is transferred by Google Analytics with a shortened IP address to servers abroad, which prevents the identification of individual devices. In sharing this data with Google, we rely on the standard contractual clauses approved by the European Commission. The IP address transmitted by your web browser in the scope of Google Analytics will not be combined with other data held by Google. Google Analytics will only disclose this data to third parties on the basis of legal regulations or within the framework of a data processing contract.

You can also prevent the collection of data regarding your usage of the website generated by cookies and its transmission to and processing by Google by downloading and

installing the browser plugin from the following link (<http://tools.google.com/dlpage/gaoptout>).

If you do not want the provider to collect data about you via cookies, you can select the "Block third-party cookies" function in your browser settings. Your web browser software will then not send cookies to the server for content embedded by other providers. Enabling this setting may also prevent other functions on our website from working.

### **How do we use social media?**

We use LinkedIn to communicate with you and tell you our news.

When you visit our social media accounts your data may be automatically collected and stored for market research and advertising purposes. This data is used to create usage profiles based on pseudonyms. These usage profiles can then be used to activate advertising on and off the platforms to address your presumed interests. Cookies are generally used on your device for this purpose. These cookies store information about visitor behaviour and user interests.

Detailed information on the processing and use of data by the providers on their pages, as well as contact details, information about your rights and settings you can adjust to protect your privacy, in particular opt-out options, can be found in the data protection notices of the providers linked below.

LinkedIn:

[https://www.linkedin.com/legal/privacy-policy?trk=homepage-basic\\_footer-privacy-policy](https://www.linkedin.com/legal/privacy-policy?trk=homepage-basic_footer-privacy-policy)

### **What rights do you have with regard to your personal data?**

You have the right to obtain information about your stored personal data at any time, to request the surrender or transfer of your stored personal data, to correct and supplement your personal data, to request the restriction of the processing of your personal data, and you have a right to data portability. In addition, you can revoke your consent at any time and object to the processing of your personal data. You can also request the deletion of any of your personal data that is not required by us for the provision or processing of services, is necessary for the assertion, exercise or defence of legal claims

or that must be retained due to legal requirements. Finally, you have the right to complain to a supervisory authority.

**When can you object to data processing or revoke the consent given for this purpose?**

If your personal data is processed on the basis of legitimate interests, you have the right to object to the processing of your personal data if there are grounds for doing so that arise from your particular situation or if the objection is directed against direct marketing. In the latter case, you have a general right of objection, which we will respond to without the need for you to provide details of a particular situation.

If your personal data is processed on the basis of your consent, you can revoke this consent at any time with effect from the time of revocation.