

The Academy of Leadership Sciences Switzerland (ALSS) places great importance on the protection of personal data. Personal data is any data related to you personally, such as your name, address, email, telephone number, photo, etc. The aim of this Privacy Policy is to inform you about which data the ALSS collects from you when you use the website unibas.ch as well as how it processes and discloses this data, the purpose for which the data is collected and the measures that the ALSS takes to ensure the security of this data. This Privacy Policy also explains your rights.

Data Protection Officer

This Data Protection Declaration applies to data processing by:

Academy of Leadership Sciences Switzerland

World Trade Center

Leutschenbachstrasse 95

CH-8050 Zürich

Switzerland

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info@alss-edu.ch

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Introduction

Until such time as any changes are made to the legal status of the law on Information and Data Protection (IDG) of the Canton of Zurich and the Swiss Federal Act on Data Protection (FADP), this data protection notice shall also apply to legal entities to the extent that the IDG or FADP is applicable.

Our employees are obliged to treat personal data confidentially.

What personal data we collect

We may collect the following information from you: contact data (name, address, e-mail address, etc.), personal data relating to the services you use, your payment data, online preferences and/or customer feedback. We use this personal data to communicate with you, conclude and process business transactions with you, operate the technology, for billing, market research and marketing, for example to analyse our customer base or contact you by post, e-mail or text messaging.

We may furthermore collect personal information about your creditworthiness to protect ourselves against payment defaults.

When using our contact forms

You can get in touch with us via a contact form. When doing so, you must provide the following personal data:

Salutation

First name and surname

Address (street, house number, town, postcode)

Phone number

E-mail address

We will mark mandatory entries with an asterisk (*). Failure to provide this information may hinder the provision of our services. The provision of personal data in fields not marked with an asterisk is voluntary. You can inform us at any time that you no longer want this voluntary personal data provided to be processed (cf. the section entitled "Your rights"). The provision of other information is optional and has no influence on the use of our technology.

We use this data only to answer your contact requests as well as possible and in a personalised manner. You can inform us at any time that you no longer want this voluntary personal data provided to be processed (cf. the section entitled "Your rights").

Data transfer to third parties

We pass on your personal data if you have expressly consented thereto, if there is a legal obligation to do so or if this is necessary to exercise our rights, in particular to enforce claims arising out of the relationship between you and Academy of Leadership Sciences Switzerland (e.g. debt collection companies, authorities or lawyers). We pass on your data to third parties where this is necessary within the framework of the use of the technology for providing the services you requested (e.g. outsourcing partners, hosts, companies with whom we offer services on our technology, e.g. for bookings, rental, purchases, etc., or companies that advertise on our behalf) and for analysing your user behaviour.

When passing on data to third parties, we ensure that there are sufficient contractual guarantees that such third parties will use personal data in accordance with the legal requirements and exclusively in our interests.

If the technology contains links to third-party websites, University of Applied Sciences of the Grisons no longer has any influence over the collection, processing, storage or use of personal data by the third party after a visitor clicks on these links, nor does it accept any responsibility for this.

Data security

We use suitable technical and organisational security measures to ensure that any personal data of yours which we store is protected against manipulation, partial or complete loss as well as unauthorised access by third parties. Our security measures are continuously improved in line with technological developments. You should always keep your information confidential and close your browser window when you have finished communicating with us, especially if you share the computer with others. We also take internal data protection very seriously. Our employees and the

service providers we commission are pledged by us to confidentiality and compliance with the data protection regulations.

Legal basis for processing

As a rule, the legal basis for our processing of personal data is provided by Art. 13(2)(a) FADP (processing directly related to the conclusion or execution of a contract; this corresponds to Art. 6(1)(b) GDPR) and Art. 13(1) FADP (consent by data subjects or a statutory processing obligation; this corresponds to Art. 6(1)(a) GDPR). In our own interests, should we wish to refuse to conclude contracts with data subjects in future due to misuse, non-payment or similar legitimate reasons, we reserve the right, based on Art. 13(1) FADP (this corresponds to Art. 6(1)(f) GDPR), to retain the surname, first name, postal and e-mail address of a data subject as well as the personal data relating to the circumstances of the relevant case. Your personal data may also be processed by other Group companies, likewise on the basis of Art. 13(1) FADP (this corresponds to Art. 6(1)(f) GDPR).

Data retention

We process personal data only for as long as is necessary for the purpose in question or as prescribed by law. If you set up an account with us, we store the contact data you provide indefinitely. However, you can request the deletion of your account at any time (cf. the section entitled "Your rights"). We will then delete the contact data unless we are required to retain it by law. In the case of orders placed without an account, your contact data is deleted when the warranty period expires or at the end of service provision, unless we are required to retain it by law. This deletion can take place immediately or as part of periodic deletion runs.

Contractual data, which may also include personal data, is retained by us until the end of the statutory ten-year retention period. Data retention obligations arise, among other things, from accounting and fiscal regulations as well as the duty to store electronic communication. Should we no longer need this data to provide you with services, the data is blocked. This means that the data may then be used only for accounting or fiscal purposes.

Should we wish to refuse further business contact with a data subject person due to misuse, non-payment or on other legitimate grounds, we will retain the relevant personal data for a period of five years or, in the event of recurrence, ten years.

Applicable law and place of jurisdiction

This data protection declaration and any contracts entered on the basis of or in connection with this data protection declaration are subject to Swiss law unless the law of another country is mandatory. The place of jurisdiction shall be the registered office of The Academy of Leadership Switzerland unless another place of jurisdiction is mandatory.

Contact us

If you have any other questions related to our Privacy Notice, please send us an email at:

info@lss-edu.ch.

Questions

Questions regarding this Privacy Notice and processing of your personal data should be directed to:

Academy of Leadership Sciences Switzerland GmbH

Leutschenbachstrasse 95

CH-8050 Zürich

Switzerland

Email: info@alss-edu.ch