

Privacy policy

1 Who we are

The Spectrum - Foundation for ophthalmological research is a foundation that is active in the fields of ophthalmology, eye surgery and also eye research. Objective: Promotion of research, communication and the development and application of new technologies in the field of ophthalmology; Support and networking of junior staff in this area.

2 Basics of data processing

This data protection statement describes how we process personal data, in particular which personal data we collect and for what purpose. It also regulates the transfer of data, the retention period and your rights.

Personal data (hereinafter also referred to as data) means all information relating to an identified or identifiable natural person. The term "data processing" is to be understood situationally and includes any handling of personal data, regardless of the means and procedures used, in particular the acquisition, storage, use, modification, disclosure, archiving or destruction of data.

We collect and process personal data for the fulfilment of our business tasks, within the legally and contractually regulated framework. The collection, processing and use of personal data are subject to the applicable Swiss and, where applicable, European legal provisions.

We collect personal data in a transparent manner and in compliance with the principles of proportionality and purpose limitation. The data will only be processed to the extent and for as long as necessary for our tasks and obligations.

3 Purpose of the collection and processing of personal data

We process the personal data that is necessary to ensure that our services are permanent, secure and reliable. This includes in particular.

- Processing and administration of contractual relationships with customers, employees, suppliers, etc.;
- Maintaining contacts and communication in connection with the provision of services;
- Operation of the website;
- Ensuring security, fulfilling legal obligations, enforcing claims;
- Sending out invitations and holding events and webinars;
- Marketing campaigns and mailing of our customer magazine "Fazit".

- Statistical surveys/evaluations;

4. What personal data do we process?

4.1 General contact and basic data

Depending on the purpose of the data processing, customer segment and service areas, we collect various types of personal data, including, under certain circumstances, personal data requiring special protection.

We process at least the following personal data from all contact, dialogue and contractual partners as well as customers:

- Name, first name, e-mail address and, if applicable, gender, address, telephone number, title, date of birth, nationality, occupation, employer information, title, AHV number;
- e-mail and written correspondence (post).

In addition, depending on the purpose of the data processing, client segment and service area, we collect and process additional data in accordance with the descriptions in the following sections:

4.2 Data for the processing of mandates

For the provision and administration of our mandates and for communication with our clients, we process the following personal data:

- General contact and basic data in accordance with section 4.1;
- For companies:
 - o Legal form, share capital and paid-up capital, year of foundation of the company, external auditors, turnover in Switzerland and abroad, annual turnover achieved per area of activity, register no.;
 - o Branches: Location of branch office, company name, address, telephone, internet, e-mail, language of correspondence;
 - o Information on staffing: areas of expertise, number of employees or persons in charge, percentage of posts;
- Financial information;
- Risk assessment data:
 - o Extracts from the debt collection register;
 - o Management and control of the company;

- Information on the natural persons/shareholders and members of the management involved in the company: surname, first name, year of birth, nationality, function, share of votes, information on activities in the company;
- Information on the companies and foundations involved in the company: Company name, registered office, sector, percentage of shares held;

Contact details: surname, first name, date of birth, e-mail and telephone number;

o Information on the employment of persons responsible at third-party companies and, if applicable, surname, first name, company, sector, function and degree of employment;

o details of shareholdings

- Payment information;

- Mandate data such as:

o Statutes, minutes, contracts,

o employee data (salary, social security),

o accounting and tax information,

o personal data requiring special protection, such as data on health, religion, receipt of social assistance, debt collection or bankruptcy.

These data are processed primarily in connection with services in the area of audits, consulting, taxes, payroll processing or accounting. These are mainly data of our clients. However, it may also concern third parties such as employees, contact persons or persons who have a (contractual) relationship with our clients. Our clients can therefore also refer to this data protection declaration, but must also take measures themselves to comply with data protection legislation.

Data processing serves the purpose of executing and managing mandates, checking creditworthiness, avoiding conflicts of interest and checking quality. It also fulfils the legal and contractual requirements.

The data is usually communicated and provided directly by the clients. However, depending on the type and scope of the mandate, they may also come from authorities, courts or third parties. Under certain circumstances, data may also be collected directly from the employer of the persons concerned.

4.3 Data for mailings

For the purpose of sending information about additional information we process the following personal data:

- Name, first name, address, title.

These data are necessary for the provision of the service, for communication or for the maintenance of our customer base. In order to improve our services, information in connection with marketing, mailings and newsletters is also statistically analysed. You can object to the use of your personal data for marketing purposes at any time or unsubscribe from receiving the newsletter.

4.4 Data in connection with direct communication (telephone, e-mail, contact form, online meetings, video conferences)

The online meetings, video conferences we organise are conducted using Microsoft Teams. For direct communication via telephone, e-mail, collaboration solution or chat, we and our corresponding service providers may process the following personal data to the extent necessary:

- General contact and basic data in accordance with section 4.1;
- Other personal data contained in the e-mail communication;
- Communication data such as IP address, time and duration of communication;
- Video conference recordings, if necessary;

We process this personal data to provide and improve our services to our clients and other interested third parties.

4.5 Data about staff

Application records that do not lead to employment will be deleted/destroyed after the application process has been completed, unless we receive consent to retain them.

4.6 Suppliers and other contractual partners

We process the following personal data of business partners who provide services or supplies to us:

- General contact and basic data as per point 4.1;
- Financial information such as bank details
- Information available in the contract (such as data on the responsible employees, consultants, information on the service provided, etc.);

We process this data in fulfilment of a contract and in application of the statutory retention periods of commercial and tax law. If our contractual partners have access to our personal

data in fulfilment of their mandate (e.g. IT companies), we conclude a corresponding order processing contract with them.

4.7 Operation, control and improvement of the website and other electronic channels

4.7.1 Server log files

Our website can be used without having to disclose extensive personal data. However, the server collects user information with each call. This information is temporarily stored in the server log files. However, an allocation to a specific person does not take place. Log files contain the following information:

- Date, time of access and amount of data,
- the browser used and the operating system,
- the domain name of the provider,
- the page from which you came to our site (referred URL),
- the search query,
- the IP address.

The collection of this data is technically necessary: the collected data serves the stability and security of the website and is used to analyse the use of the website and to improve it. They also enable a precise check in the event of suspicion of unlawful use of our website.

4.7.2 Cookies

Our websites use cookies and similar technologies. If the settings of your device allow it, we use cookies and similar tools to provide you with an optimal browsing experience on our websites.

Cookies are text files that are stored on your computer and allow an analysis of your use of the website. As such, they support the presentation of our website and help you navigate our website. Cookies collect data such as:

- the IP address,
- the website from which you are visiting us,
- the type of device you use,
- how you use our search function (known as a search log),
- what actions you take when you receive the newsletter.

For more information on the use of cookies, please see the information on third-party IT tools (section 7.1).

It is also possible to visit our website without cookies. You can prevent the storage of cookies in the browser settings. However, this may have an impact on the usability of the website. Under no circumstances will cookies be used by us to install malware or spyware on your computer.

4.8 Ensuring security, fulfilling legal obligations, enforcing claims

We may process the personal data mentioned above to ensure security and to enforce your rights, if necessary, and may also pass it on to third parties such as courts or authorities for this purpose.

5 Data collection, retention period, security measures

5.1 Data collection

As a rule, we receive the personal data mentioned in section 4 directly from you when you claim one of the benefits. Under certain circumstances, data may also be collected directly from the employer of the persons concerned.

In the case of mandates, however, the data may also come from authorities, courts or third parties, depending on the nature and scope of the mandate.

We also take publicly available information from the media and the internet, where this is appropriate in a specific case (e.g. in the context of an application, in the selection of lecturers and speakers), as well as data in connection with the use of the website (see section 4.7).

5.2 Retention period

We retain personal data for as long as it is needed for the purpose for which it was collected, or for a period of time for which we are obligated by applicable laws, regulations or contractual agreements, and for as long as we have an overriding interest in retaining it. Thereafter, the data will be deleted.

5.3 Data security

We take appropriate technical and organisational security measures to protect personal data from unauthorised access and misuse. These include IT and network security solutions, access restrictions, encryption of data carriers and transmissions, instructions, training and controls.

Data is stored in the applications and software applications we use. The data is stored on servers in Switzerland. If data is stored abroad (teams, log, etc.), the rules set out in point 7 apply.

If third parties have access to our data, special measures are taken which are regulated in the order processing contract (see point 8).

6 Social media channels

We refer to our LinkedIn channel by means of links. This is only a static reference to the respective channel. When you connect to LinkedIn, we receive information that is stored in your profile (contact information) and any information about profiles you are friends with.

For the purpose and scope of the data collection and the further processing of your data by the provider, as well as your rights in this regard and setting options for protecting your privacy, please refer to the provider's privacy policy:

- LinkedIn Corporation:

<https://www.linkedin.com/legal/privacy-policy>"

7. third-party IT tools

7.1 Use of Google Maps

On our website we use Google Maps from Google Limited Ireland, "Google"). Google Maps is a web service for displaying interactive (land) maps in order to visually present geographical information. By using this service, our location is shown to you and it is easier for you to find us. When you call up the sub-pages in which the Google Maps map is

integrated, information about your use of our website (such as your IP address) is transmitted to Google servers in the USA and stored there. If you are logged in to Google, your data will be directly assigned to your account. If you do not wish to have your data associated with your Google profile, you must log out before activating the button. Google stores your data as usage profiles and evaluates them.

For data transfers to the USA, Google has undertaken to sign and comply with the EU standard contractual clauses.

7.2 Use of Google reCAPTCHA

We use "Google reCAPTCHA" (hereinafter "re-CAPTCHA") on our websites. The provider is Google Ireland Limited, hereinafter referred to as "Google". The purpose of re-CAPTCHA is to check whether data input on our websites (e.g. in a contact form) is made by a human being or by an automated program. For this purpose, reCAPTCHA analyses the behaviour of the website visitor on the basis of various characteristics. This analysis begins automatically as soon as the website visitor enters the website. For the analysis, reCAPTCHA evaluates various information (e.g. IP address, time spent by the website visitor on the website or mouse movements made by the user). The data collected during the analysis is forwarded to Google. The reCAPTCHA analyses run entirely in the background. Website visitors are not informed that an analysis is taking place.

For data transfers to the USA, Google has undertaken to sign and comply with the EU standard contractual clauses.

8. Data sharing and data transfer

We may disclose personal data to third parties if you have given your consent or if this is necessary for the provision of the respective service or the fulfilment of the purpose of the contract or the protection of our legitimate interests or if we are legally obliged to do so.

The following categories of recipients may receive personal data from us:

- Service providers (e.g. IT service providers, hosting providers, suppliers, consultants, lawyers, insurance companies).
- Third parties within the scope of our legal or contractual obligations, authorities (such as namely the audit supervisory authority, tax authorities, etc.), state institutions, courts.

The third parties commissioned by us are contractually obliged to comply with data protection and to process the data only for the purpose specified by us.

The majority of our service providers are located in Switzerland. Certain personal data may also be transferred to the USA (e.g. Google Maps data). If it is necessary to transfer data to a country that does not have an adequate level of data protection, this will be done on the basis of standard contractual clauses (e.g. in the case of Google) or other suitable guarantees.

9. Your rights

Any person may request information about the data processed about him or her, as well as about the origin, the recipient and the purpose of the data collection and data processing. In addition, you have the right to request the correction, blocking, deletion or transfer of your data.

Data that is retained due to legal regulations or is required for business processing cannot or may not be deleted.

If data is not covered by a legal archiving obligation or our overriding interest in preserving it, we will delete your data at your request. If the archiving obligation applies, we will block your data.

In addition, you can assert your claims in court or file a complaint with the competent data protection authority.

10. Final provisions

10.1 Responsible party and contact

We are responsible for the processing of data in accordance with this data protection statement unless otherwise stated.

General enquiries about data protection can be sent to us by post or e-mail:

The Spectrum - Foundation for ophthalmological research

Kaspar-Kopp-Strasse 99a

6030 Ebikon,

info@dr-maloca.ch

In the event of questions regarding a specific person, requests for correction or a request for deletion, a copy of the user's ID or passport must also be enclosed for identification purposes.

10.2 Adjustments to the privacy policy

We may amend our Privacy Policy at any time by posting it on the Website. This privacy policy was last updated in September 2023.

This privacy policy is a translation of the original German version. In the event of any inconsistency, the German version shall prevail.

Lucerne, September 2023