

Privacy policy

We, the Foundation for Young Swiss Abroad (hereinafter: “we” or “FYSA”), attach the utmost importance to the right to privacy and the protection of your personal data. That is one of the reasons why we have adopted the current Privacy policy.

We are committed to upholding your rights and ensuring your personal data is adequately protected. All the data you transmit to us is treated in accordance with the applicable legal requirements. We take the necessary security and organisational measures to protect your data from all unauthorised access, use and disclosure. Under no circumstances is your personal data to be submitted or sold to third parties.

1. Application scope and data controller

Personal data is any information that could lead to your identification either directly or indirectly. We employ different procedures for processing different personal data types, notably when you register your child for a camp, when you wish to deliver or follow our courses, when you contact us by email or contact form, or when you enter into a contract (assignment, works, other) with us.

This Privacy policy applies to all data processing conducted by FYSA.

Name and address of the data controller:

Foundation for Young Swiss Abroad
Alpenstrasse 26
3006 Berne
Switzerland
+41 (0)31 356 61 16
info@sjas.ch

You may contact us by letter or email at the address below if you have any questions or concerns pertaining to the Privacy policy or the processing of your data:

Foundation for Young Swiss Abroad
Fao. Michael Baumgartner
Alpenstrasse 26
3006 Berne
Switzerland
+41 (0)31 356 61 16
dataprotection@sjas.ch

Please read the information below for further details on our personal data processing, the reasons why we process the data and the underlying legal foundation.

2. The processing of your data

i. When you register your child for one or more than one of our camps

We process the following data in accordance with Art. 13 FADP and Art. 6, para. 1 GDPR:

- Data about your child;
- Data about you in your capacity as the child’s parent/legal guardian.

This mainly comprises the following: the first and last names of the child and his/her parents, date of birth, postal address, tel. and fax numbers, place of origin, spoken languages, school, sport and sporting

abilities, camps, parents' profession and any applicable reductions, plus any other personal data you choose to provide us with (e.g. gender, email for parents, child's size for clothing).

We process the data to complete your application to register for the camp, organise our camps, manage the camp attendees, identify your child, grant you a reduction where applicable and compile a list of attendees, which is sent to the parents of the children attending the camp (see ii below).

The scope of the data processing does not exceed its purpose.

The data you enter on our site is not transmitted to third parties, with the following exceptions:

- For the camp leaders responsible for your child during the camp;
- Subject to your agreement;
- Subject to a legal obligation or judicial transfer decision;
- Where necessary to ensure the security of the other camp attendees;
- Where necessary to uphold our rights.

Your data may be exported in a structured, commonly used and machine-readable format at any time.

We store your data in two data centres in Switzerland, until you instruct us to delete the data, withdraw your consent to its storage or until the data is no longer needed (e.g. ten years following the end of the camp in question, otherwise three years). Subject to the applicable mandatory legal provisions, notably retention periods.

ii. When your child attends one or more of our camps

The data processed by us, in addition to the data mentioned above, in accordance with Art. 13 FADP and Art. 6, para. 1 GDPR mainly includes the following in the event of your child attending one of our camps:

- Data about your child
- Data about you in your capacity as the child's parent/legal guardian;
- Data about any third parties bringing and collecting your child from the meeting point.

This mainly comprises the following: data enabling us to identify you and your child (first and last names, date of birth, gender, address, tel. and fax numbers, place of origin, native tongue and spoken language, first and last names of the mother or father, photo), health details relating to the child (e.g. allergies, intolerances, diets, medication, etc.) and health insurance, travel details, your family and financial situation, address and tel. no. of relatives in Switzerland, the degree of kinship, the child's swimming proficiency, the child's height and weight (for winter sports equipment), plus other personal data you choose to provide us with.

We process this data in relation to your child's registration for the camp, to organise the camp and to manage the attendees and ensure their security.

The scope of the data processing does not exceed its purpose.

The data you provide to us is not transmitted to third parties, with the following exceptions:

- Questions relating to organisation, other parents with children attending the same camp as your child (solely the attendees' first and last name, date of birth, address);
- For organisational matters regarding the camp leaders responsible for your child during the camp;
- Sharing of venues, database (restricted access) OSA (Organisation of the Swiss Abroad) and educationsuisse archives (excluding medical and financial data)

- Subject to your agreement;
- Subject to a legal obligation or judicial transfer decision;
- Where necessary to ensure the security of the other camp attendees;
- Where necessary to uphold our rights.

We store your data in two data centres in Switzerland, until you instruct us to delete the data, withdraw your consent to its storage or until the data is no longer needed (e.g. ten years following the end of the camp in question, otherwise three years). Subject to the applicable mandatory legal provisions, notably retention periods.

iii. When you submit an application to us to work as a camp leader, course instructor or to attend a course

When you submit an application to us to work as a camp leader (camp leader, kitchen staff, civilian service, etc.), course instructor or to attend a course, we process the data you submit to us in accordance with Art. 13 FADP and Art. 6, para. 1 GDPR. The data in question mainly comprises the following: first and last names, gender, date of birth, postal address, tel. no., email address, extract from criminal records, rail pass, Y+S position, Y+S no., OASI no., languages, T shirt size, experience) plus other personal data you choose to provide us with.

We process this data for the purpose of your application.

We do not transmit this data to third parties, with the following exceptions:

- Sharing of venues, database (restricted access) OSA (Organisation of the Swiss Abroad) and educationsuisse archives (excluding medical data);
- To the Swiss Scout and Guide Movement, if you participate in a course (point iv below);
- Subject to your agreement;
- Subject to a legal obligation or judicial transfer decision;
- Where necessary to ensure the security of the other camp attendees.

The scope of the data processing does not exceed its purpose.

We store your data in two data centres in Switzerland, until you instruct us to delete the data, withdraw your consent to its storage or until the data is no longer needed (e.g. twenty years following the end of the camp in question if you attended a camp, otherwise three years). Subject to the applicable mandatory legal provisions, notably retention periods.

iv. When acting as a camp leader at one of our camps, whether as a course instructor or when attending one of our courses

In addition to the above information, we mainly process the following data in accordance with Art. 13 FADP and Art. 6, para. 1 GDPR: details of professional experience, copy of your ID document and driving licence, bank details, medical data (insurance, doctor, state of health, dietary habits, etc.) contract data, plus other personal data you choose to provide us with.

This processing is for the following reasons:

- To manage the precontractual and/or contractual relationship;
- To monitor and manage your file;
- To invoice and/or pay your benefits;

- To organise our camps and courses;
- To manage the people attending our camps and courses and to ensure their security.

The scope of the data processing does not exceed its purpose.

We do not transmit this data to third parties, with the following exceptions:

- Other people in a position of responsibility;
- Registration for Y+S training with the Federal Office of Sport (FOSPO) (not including medical data);
- Sharing of venues, database (restricted access) OSA (Organisation of the Swiss Abroad) and educationsuisse archives (excluding medical and financial data);
- The Swiss Scout and Guide Movement for the purpose of course organisation (excluding medical data) (a list of participants with first and last names, address, gender, postal address, nationality, email address, tel. no., language spoken and OASI no. in order for the Swiss Scout and Guide Movement to enter the data into the national sport database). We have no authority to perform this function and our courses are managed by this entity by contractual agreement;
- Subject to your agreement;
- Subject to a legal obligation or judicial transfer decision;
- Where necessary to ensure the security of the other camp attendees;
- Where necessary to uphold our rights.

We store your data in two data centres in Switzerland, until you instruct us to delete the data, withdraw your consent to its storage or until the data is no longer needed. For example, your medical data is only retained until the end of the last camp/course of the current civilian year. Subject to the applicable mandatory legal provisions, notably retention periods.

v. When you contact us by email or via the contact form

If you complete our contact form and/or if you send us an email, the information you provide, including your contact details, will be registered on our servers in order for us to be able to process your request in accordance with Art. 13 FADP and Art. 6, para. 1 GDPR. The data is not used for marketing purposes nor will it be forwarded to third parties without your consent.

We store your data until you instruct us to delete the data, withdraw your consent to its storage or until the data is no longer needed (e.g. once your request has been processed). Requests of a general nature and comments relating to service issues, information requests etc. are normally retained as back-up for ten years from the date of the last communication with you. Subject to the applicable mandatory legal provisions, notably retention periods.

vi. When we have either concluded a contract with you or are in a precontractual relationship

If we have concluded a contract with you, we must process multiple data pertaining to you, for the following reasons, in accordance with Art. 13 FADP and Art. 6, para. 1 GDPR:

- To manage the precontractual and/or contractual relationship and provide you with the best service;
- To monitor and manage your file;
- To invoice and/or pay your benefits;

The data collected mainly comprises the following:

- First and last names, postal address, email, telephone no.;

- VAT no.;
- Bank account numbers.

We collect this data, either when you inform us thereof verbally or in writing, either on our website or by other means.

We store your data until you instruct us to delete the data, withdraw your consent to its storage or until the data is no longer needed (e.g. 20 years following performance of the contract). Subject to the applicable mandatory legal provisions.

vii. When we are raising funds (sponsors, donations, leads)

In accordance with Art 13 FADP and Art. 6, para. 1 GDPR, we treat the data you submit to us within the context of our fundraising activities, i.e. the following: first and last names, postal address, tel. no., plus any other personal data you choose to provide us with.

We process this data to enable us to pursue our fundraising activities and to send you greetings and/or thank you cards.

We do not transmit this data to third parties, with the following exceptions:

- To members of the cantonal committee;
- Sharing venues and archives with the OSA (Organisation of the Swiss Abroad) and educationsuisse (apart from medical data);
- Subject to your agreement;
- Subject to a legal obligation or judicial transfer decision;
- Where necessary to ensure the security of the other camp attendees.

The scope of the data processing does not exceed its purpose.

We store your data in two data centres in Switzerland, until you instruct us to delete the data, withdraw your consent to its storage or until the data is no longer needed, for ten years as a rule. Subject to the applicable mandatory legal provisions, notably retention periods.

3. Our subcontractors

We normally select subcontractors offering excellent guarantees for the protection and security of your data (certificates, etc.).

We have the following main subcontractors:

- Data centre: Data Trust AG, Sandackerstrasse 24, 9245 Oberbüren, Switzerland
- Server: Microsoft Azure Location, France
- Database: cobra-computer's brainware GmbH (Version CRM Plus 2018), Bahnstrasse 1, 8274 Tägerwil, Switzerland
- Management of our database on the servers and website host: Plus und Plus AG, Felsenaustrasse 19, 3004 Berne, Switzerland.
- Development of our website: allink AG, c/o Gertrud Pari, Landstrasse 14, 8868 Oberurnen, Switzerland.
- Related emails and data: Microsoft (Outlook, protected by SSL), owner of the Privacy Shield
- Telephone : Gfeller Elektro AG, Kappelenring 69, 3032 Wohlen bei Bern, Switzerland

We require these service providers to observe stringent conditions. It is possible that some of our subcontractors have access, on a confidential basis, to some of your data, but our contract with the service providers obligates them to take adequate precautions to protect your data.

4. Data security

We have implemented the necessary organisational measures and techniques to ensure data security. The personal data we process is secure and access is limited to those people who need the data. For example, all the data passing through our website is secured according to current standards (Let's Encrypt HTTPS certificate).

To avoid data loss, your data is backed up daily and the backed up version is retained for 30 weeks in two separate data centres located in Switzerland.

5. Your rights

You have the following rights: a right of access, right of rectification, right to be forgotten, right to limitation of processing, right of opposition, right to data portability, right to file a complaint with the competent authority.

If you wish to exercise your rights, please send us your request by signed letter, with a copy of your identity document, to the following address: Foundation for Young Swiss Abroad, Alpenstrasse 26, 3000 Berne 16, Switzerland. We will endeavour to respond within 30 days.

If data processing is subject to your agreement, you may withdraw consent at any time with regard to future processing without stating your reasons. As a rule, the revocation request should be sent to us by email to the following address: dataprotection@sjas.ch. If applicable, you will be issued with a set of instructions to follow.

6. Modification

We reserve the right to amend this Privacy policy.

The current version is on the website www.sjas.ch

The German version takes precedence in the event of any disparity between the different language versions of this Privacy policy.

Effective date: 07.02.2020