

## 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 our current Privacy policy.

We are committed to upholding your rights and ensuring that 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 will your personal data be 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 types of personal data, in particular when you register your child for a camp, when you wish to join the camp leadership team or attend one of our courses, when you contact us by email or using the contact form, or when you enter into a contract (volunteer assignment, commercial purpose, etc.) 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 24  
3006 Bern  
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 24  
3006 Bern  
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 your data, and the underlying legal basis.



## 2. The processing of your data

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

We process the following data:

- 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, telephone and fax numbers, place of origin, social security (OASI) number, spoken languages, school, sports and sporting abilities, camps, parents' professions and any applicable reduced fees, as well as any other personal data you choose to provide us with (e.g. gender, parents' email address, child's clothing size, financial information, etc.).

We process the data to complete your application to register for the camp, organise our camps, manage the camp participants, identify your child, grant you a reduced fee where applicable, and compile a list of participants, 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 provide is not transmitted to third parties, with the following exceptions:

- It is shared with the camp leadership if your child attends a camp
- If you have given your consent
- If it is subject to a legal obligation or judicial transfer decision
- If it is necessary to ensure the safety of the other camp participants
- REGA
- It is shared with our subcontractors (see point 3 below), which we have selected with great care
- If it is 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 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 particular camp that your child attended, or three years in all other cases). Mandatory legal provisions – retention periods in particular – remain reserved.

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

The data processed by us, in addition to the data mentioned above, 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 the contact person for your child in Switzerland and/or any third parties responsible for dropping off/collecting your child at 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, telephone and fax numbers, place of origin, social security (OASI) number, native tongue and spoken languages, first and last names of the mother or father, photo), health details relating to the child (allergies, intolerances, special diets, medication, etc.) and health insurance, travel details, your family and financial situation, address and telephone number of relatives in Switzerland, the degree of kinship, the child's swimming proficiency, the child's height and weight (for winter sports equipment), as well as any 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 participants and ensure their safety. 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:

- For questions relating to the camp's organisation, data is shared with other parents with children attending the same camp as your child (solely the participant's first and last name, date of birth, address)
- For organisational matters, data is shared with the camp leadership responsible for your child during the camp and any other possible organisations collaborating on the camp in question (e.g. JUSKILA)
- Camp locations, the database (restricted access), and archives are shared with the OSA (Organisation of the Swiss Abroad) and educationsuisse (excluding medical and financial data)
- Data is shared with REGA and Y+S (contact information and ID) for insurance policies taken out for the duration of the camp
- In the event of any historical or social value, data is shared with the Swiss Federal Archives, which are subject to the Federal Act on Archiving (ArchA) and with access to the archives specifically governed by Art. 9 ff ArchA
  - If you have given your consent
  - If it is subject to a legal obligation or judicial transfer decision
  - If it is necessary to ensure the safety of the other camp participants
  - If it is 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 particular camp that your child attended, or three years in all other cases). Mandatory legal provisions – retention periods in particular – remain reserved..

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

When you submit an application to us to join the leadership team (camp leader, counsellor, kitchen staff, civilian service, etc.), become a course instructor, or to attend a course, we process the data you submit to us. The data in question mainly comprises the following: first and last names, gender, date of birth, postal address, telephone number, email address, extract from criminal records, rail pass, Y+S position, Y+S number, social security (OASI) number, languages, T-shirt size, experience, as well as any 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:

- Camp or training locations, the database (restricted access), and archives are shared with the OSA (Organisation of the Swiss Abroad) and educationsuisse (excluding medical data)
- It is shared with the Swiss Scout and Guide Movement and Jubla Freiburg if you participate in a course (point 2 iv below)
- REGA
- If you have given your consent
- If it is subject to a legal obligation or judicial transfer decision
- If it is necessary to ensure the safety of the other participants

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



We store your data in 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. 20 years following the end of the particular camp that you were involved with, or three years in all other cases). Mandatory legal provisions – retention periods in particular – remain reserved.

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

In addition to the above information, we mainly process the following: details of your professional experience, copy of your ID document and driving licence, bank details, medical data (insurance, doctor, state of health, dietary habits, etc.), contract data, as well as any other personal data you choose to provide us with.

This processing is for the following reasons:

- To manage the pre-contractual and/or contractual relationship
- To monitor and manage your file on Hitobito
- To invoice and/or pay for services
- To organise our camps and courses
- To manage the people attending our camps and courses and to ensure their safety.

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

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

- It is shared with other people within the camp leadership
- Registration for Y+S training with the Federal Office of Sport (FOSPO) (excluding medical data)
- Camp or training locations, the database (restricted access), and archives are shared with the OSA (Organisation of the Swiss Abroad) and educationsuisse (excluding medical and financial data)
- Data is shared with REGA and Y+S (contact information and ID) for insurance policies taken out for the duration of the camp
- It is shared with the Swiss Scout and Guide Movement for the purpose of course organisation (excluding medical data) and includes a list of participants with first and last names, address, gender, postal address, nationality, email address, telephone number, language(s) spoken and social security (OASI) number to enable 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.
- In the event of any historical or social value, data is shared with the Swiss Federal Archives, which are subject to the Federal Act on Archiving (ArchA) and with access to the archives specifically governed by Art. 9 ff ArchA
- If you have given your consent
- If it is subject to a legal obligation or judicial transfer decision
- If it is necessary to ensure the safety of the other participants
- If it is necessary to uphold our rights.

We store your data in 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 calendar year. Mandatory legal provisions – retention periods in particular – remain reserved.



v. When you contact us by email or using 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. The data is not used for marketing purposes nor will it be passed on 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 a back-up for ten years from the date of the last communication with you. Mandatory legal provisions – retention periods in particular – remain reserved.

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:

- To manage the pre-contractual and/or contractual relationship.
- To monitor and manage your file
- To invoice and/or pay for services.

The data collected mainly comprises the following:

- First and last names, postal address, email, telephone number
- VAT number
- Bank account numbers.

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

- If you have given your consent
- If it is subject to a legal obligation or judicial transfer decision
- If it is necessary to ensure the safety of the other participants
- If it is necessary to uphold our rights.

We collect this data, either when you inform us thereof verbally or in writing, 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 the fulfilment of the contract). Mandatory legal provisions – retention periods in particular – remain reserved.

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

We process the following data that you provide to us in the course of our fundraising activities: first and last names, postal address, telephone number, as well as 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:

- It is shared with members of the cantonal committee
- Fundraising locations and archives are shared with the OSA (Organisation of the Swiss Abroad) and educationsuisse (excluding medical data)
- If you have given your consent
- If it is subject to a legal obligation or judicial transfer decision
- It is shared with our subcontractors (see point 3 below), which we have selected with great care

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

We store your data in 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, which is ten years as a rule. Mandatory legal provisions – retention periods in particular – remain reserved.

### 3. Our subcontractors

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

We employ the following main subcontractors:

- Data centre: Data Trust AG, Sandackerstrasse 24, 9245 Oberbüren, Switzerland
- Database: Hitobito AG, Belpstrasse 37, 3007 Bern, Switzerland
- Daten storage for camps: Owncloud from eqipe GmbH, Albisriederstrasse 25, 38047 Zürich
- Server: Microsoft Azure Location, West Europe
- Management of our databases on the servers and website host: Plus und Plus AG, Felsenastrasse 19, 3004 Bern, 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)
- Telephone: Gfeller Elektro AG, Kappelenring 69, 3032 Wohlen bei Bern, Switzerland.

We require these service providers to adhere to strict standards. 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 suitable precautions to protect your data.

### 4. Transfer of data abroad

We have concluded contracts with our subcontractors outside of Switzerland/Europe (see point 3 above). These contracts contain strict obligations and are subject to standard contractual clauses (SCC) designed to ensure that personal data is protected at all times. We are nevertheless obligated to inform you that some risks (such as reduced or no individual protection of data or privacy rights at times, no local supervisory authority, etc.) remain.

### 5. Data security

We have implemented the necessary organisational and technical measures 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 saved for 30 weeks in two separate data centres located in Switzerland.



## 6. Your rights

You have the following rights: a right of access, a right of rectification, a right to be forgotten, a right to limitation of processing, a right of opposition, and – in certain cases – a right to data portability, and a 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 24, 3006 Bern, Switzerland. We will endeavour to respond within 30 days.

If the data processing in question 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 withdrawal request should be sent to us by email to the following address: [dataprotection@sjas.ch](mailto:dataprotection@sjas.ch). If applicable, you will be issued with a set of instructions to follow.

## 7. Modification

We reserve the right to amend this Privacy policy. The current version can be found on the website at [www.sjas.ch](http://www.sjas.ch)

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