

# Privacy Policy

International Association for Popular Cooperation, with registered address at Rue du Rhone 65, c/o Serge Calame, Meyerlustenberger Lachenal Avocats, 1204 Geneve ("IAPC", "we" or "us") is committed to protecting and respecting your privacy.

This Policy (together with other documents referred to herein) describes what personal information we collect from you and how we process your personal information.

## Personal information we collect from you

- In connection with the use of our Website, you may automatically or explicitly disclose personal data to IAPC. In case you enter into a dialogue with IAPC through our Website or any other electronic communication channels, such personal data may include, without limitation, your name, phone number, e-mail address and other personal information that you provide voluntarily.
- We will collect personal information on your visits to the Website including, but not limited to, traffic data, location data, date and time of the access to the website, weblogs, your device, browser, and other communication data and the resources that you access. Our collection of this personal information will make your visit to the Website easier in the future.
- We may automatically process some technical data such as your Internet Protocol (IP) address to identify what companies have interacted with the website. This processing only identifies a company name and will not be used to identify an individual.
- If you disclose personal data pertaining to third parties to Swiss Education Group, you are responsible for the approval of the concerned data subjects and for the accuracy of the information provided
- When you use our online services, we also store cookies as set out in more detail in our COOKIE POLICY.

## How we use your personal information

Your personal information will be collected and handled by us for the following purposes:

- To process your requests for information, contact, or a visit;
- To keep you informed about our services.
- To answer enquiries, delivery of materials, documents, etc. for download;
- To establish, manage or strengthen our relationship with you and your organization.

- To send you other information - such as IAPC journals or upcoming events.
- To identify what companies (legal entities, not individuals) have interacted with the website.
- To best tailor Content and resources according to your preferences.
- To ensure that the Content provided through the Website is presented in the most effective manner for you and for your device.
- To allow you to participate in interactive features of our Website, when you choose to do so.
- To analyze the operation and usage of our Website (in particular to determine the number of visitors to different sections of our Website and what information is of most and least interest, technical site design specifications and to identify system performance or problem areas);
- To prevent security breaches and to insure the integrity of the data on our servers

## Legal basis to process your personal information

Where we obtain consent from the data subject for personal data processing operations, point (a) of Article 6(1) of the EU General Data Protection Regulation (GDPR) is the legal basis for personal data processing.

If processing personal data is necessary for the performance of a contract to which the data subject is party, Article 6 (1), point (b) GDPR serves as a legal basis. This also applies to processing operations that are necessary in order to take steps prior to entering into a contract.

Where personal data processing is necessary for compliance with a legal obligation to which our company is subject, the legal basis is Article 6(1), point (c) GDPR.

If processing is necessary for the purposes of any legitimate interest pursued by us or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject, the legal basis for processing is Article 6(1), point (f) GDPR.

## How long we store your personal information

IAPC stores your personal data for as long as it is either required to by law or as is relevant for the purposes for which it was collected. Statutory data retention requirements remain reserved

## Sharing with third parties

To facilitate our efficient use of your information, and to provide you with the content and/or resources, we disclose your information to third parties. However, this disclosure will only occur in the following circumstances:

- **To suppliers, contractors and agents:** from time to time we may engage or employ other companies and individuals to perform functions on our behalf. Such recipients will only have access to your personal information as required by them to perform their functions and are not permitted to use such personal information for any other purposes. These recipients will be subject to contractual confidentiality obligations.
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- **To government or law enforcement authorities** if we determine in our sole discretion that we are under a legal obligation to do so.

## IP addresses and cookies

We may automatically process some technical data such as your Internet Protocol (IP) address to identify what companies have interacted with the website. This processing only identifies a company name and will not be used to identify an individual.

We also use your IP address to track traffic flows and to make our websites easier for you to use and to better understand how our website is used.

We collect operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns and does not identify you or any individual.

For the same reason, we obtain information about your general internet usage by using a cookie file which is stored on your device. Cookies help us to improve the Website and to deliver a better and more personalized content. For more information about our use of cookies on the Website, please refer to our Cookie Policy.

You can prevent your browser to store cookies in your browser settings and also you can delete the cookies from your device at any time via the browser settings.

## Where your personal Information is stored and processed

As explained in the "Sharing with third parties" paragraph above, we share your personal information with the following:

- Third party suppliers, contractors or agents: where we use a third party supplier, contractor or agent, your personal information remains under our control and we have controls in place to ensure your personal information is adequately protected.

We endeavour to take all steps reasonably necessary to ensure that your personal information is treated securely and in accordance with this Policy.

## Do we transfer your personal information outside of Switzerland?

Your personal information can be transferred and processed in one or more other countries outside of Switzerland. We shall only transfer your personal information outside Switzerland to countries which provide adequate level of data protection as defined by Swiss data protection law, or where the IAPC has put in place appropriate safeguards to seek to preserve the privacy of your information.

## Data Security

Although we will do our best to protect your personal information, you should be aware that the transmission of information via the internet is not completely secure and we cannot guarantee the security of your personal information transmitted to the Website or any third party; for this reason, any transmission is at your own risk. We will use strict operational procedures and adequate, technical and organizational security measures to prevent any unauthorized access, change, deletion or transmission of this personal information.

## Your rights. How you can access, correct and delete your personal information

Under applicable data protection laws, you have the following rights:

- Right to access and obtain a copy of your personal information: You are entitled to request confirmation whether we process any of your personal information. Where this is the case, you may have access to your personal information and to certain information about how it is processed. In some cases, you can ask us to provide you with an electronic copy of your information. In some limited circumstances, you also have the right to request portability of your personal information.
- Right to correct your personal information: If you can demonstrate that the personal information, we hold about you is not correct, you can ask that this information is updated or otherwise corrected.
- Right to be forgotten/have personal information deleted: In certain circumstances you have the right to have your personal information deleted. You may make such a request at any time and IAPC will evaluate if your request should be granted, however this right is subject to any legal rights or obligations we may have to retain data. For situations where in accordance with the law, we determine that your request to have your personal information deleted must be granted, IAPC will do so without undue delay.

- Right to withdraw your declaration of consent under data protection laws at any time. The withdrawal of consent will not affect the Lawfulness of processing based on consent before its withdrawal.

To the extent our processing of your personal information is based on your consent, you also have the right to withdraw your consent and opt-out from receiving further communications by following the unsubscribe instructions in each email. However, you must understand that withdrawing your consent will not affect the lawfulness of any processing based on your consent before the receipt of such withdrawal, nor further processing of the same data under other legal basis such as contract or compliance with a legal obligation to which IAPC is subject.

You can also lodge a complaint about our processing of your personal information with the data protection authority of the Member State of your habitual residence, of your place of work, or of an alleged infringement of your rights).

## Changes to this Policy

The terms of this Policy may change from time to time. We shall publish any material changes to this Policy through appropriate notices either on this website or contacting you using other communication channels.

## Contact

Questions, comments and requests regarding this Policy are welcomed. Please contact us at Rue du Rhone 65, c/o Serge Calame, Meyerlustenberger Lachenal Avocats, 1204 Geneve , or via email: [contact@roots-IAPC.org](mailto:contact@roots-IAPC.org)

## Cookies Policy

International Association for Popular Cooperation, with registered address at Rue du Rhone 65, c/o Serge Calame, Meyerlustenberger Lachenal Avocats, 1204 Geneve ("IAPC", "we" or "us") is committed to providing you with the best online experience while visiting the [www.roots-IAPC.org](http://www.roots-IAPC.org) (the "Website"). To achieve this, we utilize the cookies to obtain data about your online behavior while you are on the Website, and we also track how often you visit the Website. The information we collect is anonymous and does not identify you as an individual, unless you provide us with your information by completing in a form, or through another feature offered on the Website. Where personal information is collected by IAPC, such collection is covered by our Privacy Policy.

### What we track

Cookies are small files that are downloaded onto the browser directory or the hard drive of your computer, tablet or smartphone (hereafter "device") when you visit our website. This allows us to track and offer you a better user experience when you return to the Website.

A cookie is stored on your device for no longer than the period defined in the section "Cookies used on [www.roots-IAPC.org](http://www.roots-IAPC.org)" section below which is linked to your IP address. By default, only Strictly necessary cookies are active, otherwise the Website will not be accessible, or some part of the Website will not then work. Performance, Functional or Targeting cookies are disabled by default, but you have the chance to activate them the first time you access to the Website in the Cookie banner.

### How to manage cookies

Unless you have adjusted your browser settings so that it will refuse cookies, our systems will issue cookies each time you access the Website. You can manage your preferences to allow or refuse the storing of cookies per category. Do note that if you disable certain categories of cookies you may be unable to access certain parts of the Website or use certain functionality.

### Third-party cookies

Throughout your journey on the Website you may also notice content from third parties. We may also offer you the opportunity to further engage with us and share information with others using social networks. This content is added so we can keep you up to date with carefully selected information that you may find relevant or of interest, however this

can result in these third party providers storing additional cookies on your device that we have no control over. Consequently, we suggest you check the websites of any such third parties and their privacy policies for more information about their cookies and how you can manage them.

## Cookies used on [www.roots-IAPC.org](http://www.roots-IAPC.org)

The Website may contain links to third party websites. If you follow a link to any of these third party websites, please note that these websites have their own privacy and cookie policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these third-party websites. Please note however that if you choose to access third party sites through [Website] that the cookies listed may not form a comprehensive list.

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