

Privacy Statement

The following privacy statement applies to the use of our toolpoint.ch website (hereinafter “website”).

Data protection is very important to us. Your personal data is collected and processed in compliance with the applicable data protection regulations, in particular the General Data Protection Regulation (GDPR).

1 Data Controller

The following organisation is the data controller responsible for the collection, processing and use of your personal data in connection with this website within the meaning of article 4 No. 7 GDPR:

Verein Toolpoint for Lab Science, Dorfstrasse 81, CH-8706 Meilen

If you wish to object to our collection, processing or use of your data in accordance with these data protection regulations as a whole or for individual measures, you can address your objection to the data controller.

You can save and print out this privacy statement at any time.

2 General purposes of processing

We use personal data for the purpose of operating this website.

3 What data we use and why

3.1 Hosting

The hosting services we use serve to provide the following services: Infrastructure and platform services, computing capacity, storage and database services, security services and technical maintenance services that we use to operate the website.

We and our hosting provider process contact data, content data, usage data, meta data and communication data of members, interested parties and visitors to this website on the basis of our legitimate interests in the efficient and secure provision of our website in accordance with article 6 paragraph 1 sentence 1 f GDPR in conjunction with article 28 GDPR.

3.2 Access Data

We collect information about you when you use this website. We automatically collect information about your usage and your interaction with us and record data about your computer or mobile device. We collect, store and use data about each access to our website (known as server log files).

Access data includes:

- Name and URL of the file retrieved
- Date and time of retrieval
- Data volume transferred
- Message regarding successful retrieval (HTTP response code)
- Browser type and version
- Operating system
- Referrer URL (i.e. the page visited previously)
- Websites accessed by the user’s system via our website
- The user’s internet service provider



- IP address and the requesting provider

We use this log data without assignment to your person or any other profiling for statistical evaluations for the purpose of the operation, security and optimisation of our website, as well as for anonymous recording of the number of visitors to our website (traffic) and the extent and type of use of our website and services. Based on this information, we can analyse the traffic, identify and correct errors, and improve our services.

This is also our legitimate interest pursuant to article 6 paragraph 1 sentence 1 f GDPR.

We reserve the right to check the log data subsequently if there is justified suspicion of illegal use based on specific evidence. We store IP addresses in the log files for a limited period of time if this is necessary for security purposes or for the provision of services, e.g. if you use one of our offerings. We also store IP addresses if we have a specific suspicion of a criminal offence in connection with the use of our website. In addition, as part of your account we store all activities together with the time stamps (e.g. logging in, processing a job advertisement, etc.).

3.3 Cookies

We use session cookies to optimise our website. A session cookie is a small text file that is sent by the relevant servers when you visit a website and is stored temporarily on your hard drive. This file contains a session ID, which allows various requests from your browser to be assigned to the same session. This enables your computer to be recognised when you return to our website. These cookies are deleted after you close your browser. They are used, for example, to keep you logged in across several pages.

Our legitimate interest in the use of cookies pursuant to article 6 paragraph 1 sentence 1 f GDPR is to make our website more user-friendly, effective and secure.

When the cookie is activated, it is assigned an identification number. Your personal data is not assigned to this identification number. Your name, IP address or similar

data that would allow the cookie to be assigned to you is not placed in the cookie. We only receive information via cookies about which user is logged on to the website.

You can configure your browser to let you know in advance when cookies are used and can decide in individual cases whether you do not want to accept cookies in certain cases or in general, or whether to completely prevent the use of cookies. This may limit the functionality of the website.

3.4 Data for the fulfilment of our contractual Obligations

We process personal data that we need to fulfil our contractual obligations, such as names, addresses and email addresses. The collection of this data is necessary for the use of the extranet.

The data will be deleted after expiry of the warranty periods and statutory retention periods. Data associated with a user account (see below) will always be retained for the duration of the account.

The legal basis for the processing of this data is article 6 paragraph 1 sentence 1 b GDPR, because this data is required in order for us to fulfil our contractual obligations to you.

3.5 User Account

You can apply for a user account on our website. If you wish to do this, we will need your personal data. Only your email and your chosen password will be required when logging in.

When you register, we will collect master data (e.g. your name and address), communication data and access data (password).

If you have created a user account, you can ask us to delete it at any time. To do this, simply send



us a message in text form using the contact data specified in number 1 (e.g. by email or letter). We will then delete your stored personal data, in as far as we are not required to store it due to legal storage obligations.

The legal basis for the processing of this data is your consent pursuant to article 6 paragraph 1 sentence 1 a GDPR.

3.6 Email Contact

If you contact us (e.g. via our contact form or email), we will process your details in order to deal with your enquiry and in the event of any follow-up questions.

We will only process further personal data if you give your consent (article 6 paragraph 1 sentence 1 a GDPR) or if we have a legitimate interest in processing your data (article 6 paragraph 1 sentence 1 f GDPR). For example, there is a legitimate interest in replying to your email.

4 Google Analytics

We utilise Google Analytics, a web analysis service provided by Google Inc. ("Google"). Google Analytics uses cookies, which are text files that are saved on your computer and enable analysis of your use of the website. The information on your use of this website that is generated by cookies is usually transferred to a Google server in the US, where it is stored.

This is also our legitimate interest pursuant to article 6 paragraph 1 sentence 1 f GDPR.

Google has signed and certified itself under the Privacy Shield Agreement between the European Union and the US. In doing so, Google undertakes to comply with the standards and regulations of European data protection law. Further information can be found via the following link: <https://www.dataprivacyframework.gov/>.

We have activated IP anonymisation on this website (anonymizelp). This means that, within the member states of the European Union or in other countries contracted to the agreement in the European Economic Area, your IP address will be abbreviated by Google prior to transfer. Only in exceptional cases will the full IP address be transferred to a Google server in the US, where it will be abbreviated. On our behalf, Google will use this information to evaluate your use of the website, to compile reports on website activity and to provide us with other services relating to website and Internet use.

The IP address transferred by your browser for Google Analytics will not be merged with other Google data. You can prevent cookies from being saved by using appropriate settings in your browser software; however, we would advise you that in this case, not all functions of this website will be available in full.

Furthermore, you have the option of preventing the transmission of data relating to your use of the website generated by cookies (incl. your IP address) by Google as well as their processing by Google, by downloading and installing the browser plug-in available via the following link <https://tools.google.com/dlpage/gaoptout?hl=en>.

5 Duration of Storage

Unless specifically stated, we only store personal data for as long as is necessary to fulfil the purposes pursued.

In some cases, the legislator provides for the storage of personal data, for example in tax or commercial law. In these cases, the data will only be stored by us for these legal purposes but will not be processed in any other way and will be deleted following expiry of the legal retention period.



6 Your Rights as a Data Subject

You have various rights regarding your personal data pursuant to the applicable laws. If you wish to assert these rights, please send your request by email or post to the address specified in section 1, clearly identifying yourself.

Below you will find an overview of your rights.

6.1 Right to Confirmation and Information

You have the right to clear information about the processing of your personal data.

More specifically:

You have the right to receive confirmation from us at any time as to whether personal data relating to you is being processed. If this is the case, you have the right to request information from us free of charge about the personal data stored about you as well as a copy of this data. You also have a right to the following information:

1. the processing purposes.
2. the categories of personal data being processed.
3. the recipients or categories of recipients to whom the personal data has been disclosed or is still being disclosed, in particular, for recipients in third countries or for international organisations.
4. if possible, the planned duration for which the personal data will be stored or, if this is not possible, the criteria for determining this duration.
5. the existence of the right to have your personal data corrected or deleted or the right to restriction of the processing by the data controller or the right of objection to this processing.
6. the existence of a right of appeal to a supervisory authority.
7. if the personal data is not collected from you, all available information about the origin of the data.
8. the existence of automated decision making including profiling pursuant to article 22 paragraphs 1 and 4 GDPR and – at least in these cases – meaningful information about the logic involved and the scope and intended effects of such processing for you.

If personal data is transferred to a third country or an international organisation, you have the right to be informed of the appropriate guarantees pursuant to article 46 GDPR in connection with the transmission.

6.2 Right to Correction

You have the right to ask us to correct and, if necessary, complete any personal data relating to you.

More specifically:

You have the right to request us to correct any inaccurate personal data relating to you without delay.

Considering the purposes of the processing, you have the right to request the completion of incomplete personal data – including by means of a supplementary declaration.

6.3 Right to Deletion (“Right to be Forgotten”)

We are obliged to delete personal data relating to you in a number of cases



More specifically:

Pursuant to article 17 paragraph 1 GDPR, you have the right to request that we delete personal data relating to you without delay, and we are obliged to delete personal data without delay provided that one of the following reasons applies:

1. The personal data is no longer necessary for the purposes for which it was collected or otherwise processed.
2. You revoke your consent to which the processing is subject pursuant to article 6 paragraph 1 sentence 1 a GDPR or article 9 paragraph 2 a GDPR and there is no other legal basis for processing.
3. You submit an objection pursuant to article 21 paragraph 1 GDPR and there are no overriding legitimate reasons for the processing, or you submit an objection to the processing pursuant to article 21 paragraph 2 GDPR.
4. The personal data has been processed unlawfully.
5. The deletion of personal data is necessary to fulfil a legal obligation under union law or the law of the member states to which we are subject.
6. The personal data has been collected in relation to information society services offered pursuant to article 8 paragraph 1 GDPR.

If we have made the personal data public and we are obliged to delete it pursuant to article 17 paragraph 1 GDPR, we will take appropriate measures, including technical measures, taking into account the available technology and implementation costs, to inform the data controllers who process the personal data that you have requested them to delete all links to this personal data or copies or replications of this personal data.

6.4 Right to Limitation of Processing

You are entitled to request us to restrict the processing of your personal data in a number of cases. More specifically:

You have the right to request us to restrict processing if one of the following conditions is met:

1. the accuracy of the personal data is disputed by you, and specifically, for a period that enables us to verify the accuracy of the personal data,
2. the processing is unlawful, and you have rejected deletion of the personal data and have instead requested restriction of the use of the personal data.
3. we no longer need the personal data for the purposes of processing, but you do need the data to assert, exercise or defend legal claims, or
4. you have lodged an objection to the processing pursuant to article 21 paragraph 1 GDPR, as long as it is not yet clear whether the legitimate reasons of our company outweigh yours.

6.5 Right to Data Transferability

You have the right to receive, transmit or have us transmit personal data relating to you in machine-readable form.

More specifically:

You have the right to receive the personal data relating to you that you have provided to us in a structured, up-to-date and machine-readable format, and you have the right to transmit this data to another data controller without our interference, provided that



1. the processing is based on consent pursuant to article 6 paragraph 1 sentence 1 a GDPR or article 9 paragraph 2 a GDPR or on a contract pursuant to article 6 paragraph 1 sentence 1 b GDPR and
2. the processing is carried out using automated methods.

6.6 Right of Objection

You have the right to object to the lawful processing of your personal data by us if this is justified by your particular situation and our interests in the processing do not prevail.

More specifically:

You have the right to object at any time, for reasons arising from your particular situation to the processing of personal data relating to you pursuant to article 6 paragraph 1 sentence 1 e or f GDPR; this also applies to profiling based on these provisions. We will no longer process the personal data unless we can prove compelling grounds for processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

You have the right to object for reasons arising from your particular situation to the processing of personal data relating to you that is carried out for scientific or historical research purposes or for statistical purposes pursuant to article 89 paragraph 1 GDPR, unless the processing is necessary for the fulfilment of a task in the public interest.

6.7 Automated Decisions

You have the right not to be subject to a decision based exclusively on automated processing that has a legal effect against you or significantly affects you in a similar manner.

There is no automated decision-making based on the personal data collected.

6.8 Right to revoke Consent

You have the right to revoke your consent to the processing of personal data at any time.

6.9 Right of Appeal to a supervisory Authority

You have the right of appeal to a supervisory authority, in the member state where you are residing, working or where legal infringement is suspected, if you believe that the processing of personal data relating to you is unlawful.

7 Data Security

We make every effort to ensure the security of your data in accordance with the applicable data protection laws and the technical possibilities available.

Your personal data will be encrypted when it is transmitted to us. This applies to use of the entire website. We use the SSL (Secure Socket Layer) protocol but must point out that data transmission over the internet (e.g. communication by email) can have security issues. Complete protection of data from unauthorised access by third parties is not possible.

To secure your data, we maintain technical and organisational security measures in accordance with article 32 GDPR, which we keep continually updated.

Furthermore, we do not guarantee that our website will be available at certain times; faults, interruptions or outages cannot be ruled out. The servers we use are regularly and carefully secured.

8 Disclosure of Data to third Parties, no data Transfer to Non-EU Countries

We only use your personal data within our company.



If and insofar as we involve third parties as part of our fulfilment of contracts, they only receive personal data to the extent to which the transmission is necessary for the corresponding service.

If we outsource certain aspects of data processing (“order processing”), we contractually oblige contractors to use personal data only in accordance with the requirements of data protection laws and to ensure the protection of the rights of the data subject.

Any transmission of data to places or persons outside the EU outside of the case mentioned in this privacy statement in point 4 does not take place and is not planned.

9 Data Protection Office

If you have any questions or concerns about data protection, please contact us:

Verein Toolpoint for Lab Science
Dorfstrasse 81
CH-8706 Meilen

