

## Privacy Policy

### Principle

The protection of your personal data is of particular concern for SwissKnowledge. We warrant trustworthy handling of any data you provide us with, and assure we collect such data with high diligence, treat it strictly confidential and handle it purposefully.

### Legal basis

The following clauses constitute our principles

- [Swiss Federal Law on Privacy Policy](#)
- [European Data Protection Regulation](#)

These provisions cover in principle also the specific German regulations

- [German Federal Data Protection Act \(BDSG\)](#)

### Implementation in particular

#### Storage, processing, use

As part of the contractual provision of services, personal data is collected, stored, processed and used. According to the SwissKnowledge services supplied, you have the opportunity to use the processed data yourself, or you provide them to others with your explicit agreement.

#### You as User decide which data you will share

You as User decide which personal information you will pass on to other persons or companies. You must explicitly confirm each selection in SwissKnowledge. The basic settings are defined in a way that initially no information is available to other users. To use the functions of SwissKnowledge you decide what and to what extent you will share with third parties.

#### No transmission of your personal data by SwissKnowledge

Your personal information will in NO case be forwarded by SwissKnowledge to Third Parties for advertising or marketing purposes.

#### Login Data

You as User are responsible for handling your user name, e-mail and password in a trustworthy way. SwissKnowledge will support you when you define your password, indicating the optimal password settings. Always keep your password confidential.

#### Data exchange with other workforce or job-platforms

SwissKnowledge does not exchange any information or data with other platforms without your consent (if you activate for example interfaces to other software solutions, you implicitly give your consent to the exchange of data).

#### Data storage

The data will be stored by SwissKnowledge exclusively in Switzerland.

#### Data processing

The data is managed by SwissKnowledge exclusively from Switzerland or the EU. The company that has access to the data from the EU is subject to the terms and conditions and data protection policies of SwissKnowledge.

#### Technical and organizational measures

SwissKnowledge uses current, state-of-the-art technical and organisational security measures to protect the data managed from accidental or intentional manipulation, loss, destruction or access by unauthorised persons. The security measures are continuously improved in line with technological development. The used resources are based on the financial possibilities of SwissKnowledge and are optimised to give the biggest possible benefit to the users.

SwissKnowledge assumes no liability for any loss of data or the knowledge acquisition and use by unauthorised persons.

#### SwissKnowledge keeps no credit card information

A fully integrated solution (e.g. Six Card Solutions) is provided if the payment for SKN Services

is made via SwissKnowledge. SwissKnowledge never has access to your card numbers or codes and therefore never stores any credit card information.

#### **Modifications to this Privacy Policy**

SwissKnowledge reserves the right to modify this Privacy Policy at any time. The currently valid document is posted on [www.SwissKnowledge.ch](http://www.SwissKnowledge.ch) User accepts the current version of the Privacy Policy by continuing to use SwissKnowledge services.

These principles are translated; it is the German text which shall apply for legal purposes.

#### **Versions**

Date	Version	Comment
01.01.2022	2022/1	Adaptation Link BDSG, data management from EU
15.07.2011	2011/1	new

Version 2022/1, 01.01.2022