

Data protection

I. General information

avega IT AG is the operator of the **www.avega.ch** website and provider of the services presented on this website (hereinafter referred to as “we”).

We are responsible for the collection, processing and use of your data and ensure compliance with the applicable data protection law. The protection of your personal data is very important to us.

We will inform you about this below:

- a) which data we **process** on www.avega.ch;
- b) what data we collect on www.avega.ch;
- c) under what conditions we process your data and for what **purpose**;
- d) that we can **pass on** your data to third parties;
- e) how long we can **keep** your data and how we **secure** it;
- f) **what rights** you have and how you can **object to processing**.

II. Contact

If you have general questions or concerns about our data processing principles, you can reach us at any time by email at info@avega.ch.

III. Changes

We can change this data protection declaration at any time. The changes will be published on this page, you will not be informed separately.

IV. General principles

1. Processing of personal data

First and foremost, we process personal data that we collect when operating our website or other applications or that we collect from these and other persons involved as part of our business relationship with our customers and other business partners.

We primarily collect your personal data directly from you. We may also receive personal data about you from third parties. This data can include the following categories:

- Information from publicly accessible sources (e.g. media, internet);
- Information from public registers (e.g. commercial register, debt enforcement register, land register);
- Information in connection with official or judicial proceedings;
- Information about your professional functions and activities;
- Credit information (insofar as we do personal business with you);
- Information about you that people from your environment give us so that we can conclude or process contracts with you (e.g. references, powers of attorney, information on compliance with

legal requirements, information from banks, insurance companies and other contractual partners);

- Data in connection with the use of the website (e.g. IP address, MAC address of the smartphone or computer, information about your device and settings, cookies, date and time of the visit, pages and content accessed, functions used, referring websites, location information).

2. Purposes and legal basis of data processing

We process your data only for specified purposes and only in legally permissible cases. The following reasons can be considered as the legal basis:

- your consent;
- The execution of a contract or pre-contractual measures;
- Compliance with legal requirements;
- Our legitimate interests, provided that your interests do not outweigh them;
- To protect your or another person's vital interests or to perform a task in the public interest;
- Other relevant legal bases.

If you have given us your consent to process your personal data for certain purposes, we will process your data within the scope of this consent, unless we have any other legal basis.

You can revoke your consent at any time. Data processing that has already taken place is not affected.

3. Disclosure to Third Parties

a. Principle

As part of the provision of our services and the provision of our website, we may be dependent on using the services of third parties. It may happen that we commission third parties to process your personal data. We contractually ensure that these third parties comply with data protection requirements. We may also be obliged to disclose your data to authorities. We only pass on your personal data if one of the following conditions is met:

- You have given your consent;
- there is a legal obligation;
- if this is necessary to enforce our rights, in particular to enforce claims from the contractual relationship;
- if this is necessary to fulfill the contract or to carry out pre-contractual measures;
- if we have a legitimate interest in doing so and your interests to the contrary do not outweigh your interests;
- if there is another legal permit.

b. Forwarding abroad

Under certain circumstances, your personal data may be transferred to companies abroad as part of order processing. These companies are committed to data protection to the same extent as we are. The transmission can take place worldwide.

Does the data protection level not correspond that of Switzerland or the European Union, we contractually ensure that the same protection as in Switzerland or the European Union is guaranteed (e.g. by means of standard data protection clauses of a supervisory authority or other legally prescribed measures).

c. Note on social media

Links to our page on Twitter and, in some cases, to the profiles of our employees on Xing and LinkedIn are embedded on our website. These are not so-called plug-ins that social media providers can use to track your activities on our website. This means that the social media providers do not record any data from you because you are visiting our website.

However, as soon as you call up our website on Twitter or the employee profiles on Xing or LinkedIn, it is possible for the social media providers to register your call and assign it to your user account. We have no knowledge of how the social media providers use your data in such a case.

4. Retention period

We only store personal data for as long as is necessary to fulfill the individual purposes for which the data was collected.

We store contract data longer because we are obliged to do so by legal regulations. In particular, we must keep business communications, concluded contracts and accounting documents for up to 10 years. If we no longer need such data from you to carry out the services, the data will be blocked and we will only use it for accounting and tax purposes.

5. Data security

We will keep your data safe and therefore take all reasonable measures to protect your data from loss, access, misuse or changes.

Our employees and contractual partners who have access to your data are contractually obliged to maintain confidentiality and to comply with data protection regulations.

We use the SSL (Secure Socket Layer) method on our website in conjunction with the highest level of encryption supported by your browser.

6. Obligation to provide certain personal data

You may be obliged to provide us with certain personal data so that you can enter into business relationships. Without such data, we are normally unable to process a contract. Normally, the website cannot be used either if certain information to secure data traffic (such as the IP address) is not disclosed.

7. Your rights

a. Right of providing information

You can request information about the data we have stored about you at any time. We ask you to send your request for information together with proof of identity to info@avega.ch.

You also have the right to receive the data that you have given us in a common file format.

b. Deletion and correction

You have the option at any time to request the deletion or correction of your data, provided that there are no statutory retention requirements or a statutory permission.

Please note that the exercise of your rights may conflict with contractual agreements and have corresponding effects on the execution of the contract (e.g. premature termination of the contract or cost consequences).

c. Right to object

You are entitled at any time to revoke your consent to the use or processing of personal data with effect for the future.

d. Legal process

If you are affected by the processing of personal data, you have the right to enforce your rights in court or to submit a report to the competent supervisory authority. The competent supervisory authority in Switzerland is the Federal Data Protection and Information Commissioner. You can find more information about your rights here: <http://www.edoeb.admin.ch>.

V. Individual data processing operations

1. Provision of the website and creation of log files

What information do we get and how do we use it?

When you visit www.avega.ch, certain data are automatically stored on our servers or on servers for services and products that we purchase and / or have installed for system administration purposes, for statistical or backup purposes or for tracking purposes. It is about:

- the name of your internet service provider;
- your IP address (possibly);
- the version of your browser software;
- the operating system of the computer with which www.avega.ch is accessed;
- the date and time;
- the website from which you visit www.avega.ch;
- the search words you used to find www.avega.ch.

Why are we allowed to collect this data?

Nobody can do this be assigned to a specific person and there is no merging of this data with other data sources. The log files are saved to guarantee the functionality of the website and to ensure the security of our information technology systems. This is our legitimate interest.

How can you prevent data collection?

The data is only stored for as long as is necessary to achieve the purpose for which it was collected. Accordingly, the data will be deleted after each session has ended. The storage of the log files is absolutely necessary for the operation of the website, so you have no option to raise an objection.

2. Contact

a. Registration form

What information do we get and how do we use it?

You can contact us on our website using an electronic contact form to register for courses and training. The data you provide in the input mask, such as name, email address, telephone number, company name, billing address, etc., will be transmitted to us and saved.

We need your data in order to be able to identify you as our customer, to correspond with you, to issue invoices, if necessary to assert any claims and to manage our customer data. We are also entitled to inform you about news, offers or events.

Why are we allowed to collect your data?

The implementation of pre-contractual measures and the fulfillment of the contract serve as the legal basis for the processing of your personal data in the context of the course.

Our legitimate interests in placing our offer serve as the legal basis for advertising measures.

How can you object to data processing?

You can object to receiving advertising and information on offers and services at any time with future effect by writing an email to info@avega.ch.

b. E-mail

What information do we get and how do we use it?

You can contact us by email. If you contact us by email, the following data will be processed:

- E-mail address
- The content, subject and date of your email
- Contact details provided by you (e.g. name, surname, possibly telephone number, address)

Why are we allowed to collect this data?

Your details will be stored by us for the purpose of processing the request and in case of follow-up questions. Pre-contractual measures or our legitimate interests in handling the request serve as the legal basis.

Security advice: We would like to point out that e-mails can be read or changed on the transmission path without authorization and unnoticed. The spam filter can reject e-mails if they have been identified as spam by certain characteristics.

c. Newsletter

How does the newsletter work?

You can register for a free newsletter via our website. The newsletter provides you with information on news, services, events and offers.

What information do we get and how do we use it?

When you register for the newsletter, the data you provide in the input mask, such as your email address, surname and first name, will be transmitted to us and saved. Your e-mail address is collected for sending the newsletter. Any additional personal data is used to prevent misuse of the services or the email address used.

We are entitled to pass on your data to third parties for the technical processing of the newsletter.

The data that you have communicated to us in connection with the registration for the newsletter will be stored for the duration during which you are registered for the newsletter. If you unsubscribe from our newsletter, your data will continue to be stored as long as is necessary to register your unsubscribe.

Why can we send you the newsletter?

By sending the newsletter registration, you give your consent to data processing in the context of sending the newsletter. You agree that a newsletter will be sent regularly to the specified email address and that your usage behavior may be statistically evaluated in order to optimize the newsletter. Your consent therefore serves as the legal basis.

How can you unsubscribe from receiving the newsletter?

You can revoke your consent for the newsletter to be sent at any time with effect for the future and unsubscribe using the link in the newsletter. This will prevent you from receiving further newsletter emails.

3. Cookies

a. General

How do cookies work?

Our website uses cookies. Cookies are text files that are saved on the operating system of your device with the help of the browser it will be stored when you visit our website. Cookies do not damage your computer and do not contain viruses.

What information do we get and how do we use it?

We usually use so-called "session cookies". They are automatically deleted after your visit. Other cookies remain stored on your device until you delete them. These cookies enable us to recognize your browser the next time you visit. This allows us to save certain settings (such as language settings or location information) so that you do not have to re-enter them when you visit the website again.

Why are we allowed to use cookies?

We use cookies so that we can make our website more user-friendly, more effective and safer. The use of cookies and the related processing of your data is based on the legal basis of our legitimate interests in the stated purposes

How can you prevent data collection via cookies?

The cookies are saved on your computer. You therefore have full control over the use of cookies. You can delete them completely or deactivate or restrict the transmission by changing the settings in your browser. If cookies are deactivated for our website, it is possible that not all functions of the website can be used in full.

b. Google Analytics

How does Google Analytics work?

This website uses Google Analytics, a web analysis service provided by Google Inc. 1600 Amphitheater Parkway, Mountain View, CA 94043, USA ("Google"). Google Analytics uses cookies that are stored on your device and enable you to analyze the website.

What information do you share with Google?

The information generated by the cookie about your use of the website such as browser type, operating system used, referrer URL (the previously visited page), IP address and time of the server request are transmitted to a Google server in the USA and stored there. The IP address transmitted by your browser in this context will not be merged with other Google data. Google may transfer this information to third parties if required by law or if third parties process this data on behalf of Google.

How does Google use your information?

With Google Analytics, Google uses the data on our behalf to evaluate your use of the website, to compile reports on website activity and to provide us with other services relating to website activity and internet usage.

Why can we use Google Analytics?

When transmitting data to a third country outside the EEA, Switzerland or Great Britain, Google uses so-called standard contractual clauses in order to ensure a level of data protection in accordance with Swiss data protection law.

Google Analytics is used on the legal basis of our legitimate interests in analyzing customer behavior on our website, which enables us to improve our services.

How can you prevent data collection?

You can prevent the installation of cookies by setting your browser software accordingly; however, we would like to point out that in this case you may not be able to use all functions of this website to their full extent. Instructions on how to prevent your data from being processed by the web analysis service can be found here.

Further information: You can find **Google's data protection declaration** here.

4. Google Web Fonts

How does Google Web Fonts work?

On our website, we use so-called web fonts, which are provided by Google, for the uniform representation of fonts. When you visit one of our pages, your browser loads the required web fonts into your browser cache in order to display texts and fonts correctly.

What information do you share with us and how is it used?

For the purpose of using Google Web Fonts, the browser you are using establishes a connection to the Google servers. This gives Google knowledge that our website has been accessed via your IP address. If your browser does not support web fonts, a standard font will be used by your computer.

Why are we allowed to use Google Web Fonts?

The use of Google Web Fonts takes place in the interest of a uniform and appealing presentation of our online offers. This is where our legitimate interests lie, which serve as the legal basis for data processing. For more information on Google Web Fonts, visit the Google Web Fonts FAQs.

5. Google Maps

What is Google Maps and what information do you share with us?

Our website uses the Google a Map service provided by Google Maps. Your IP address is saved for the purpose of using the functions of Google Maps. This is usually transmitted to a Google server in the USA. We have no influence on this data transfer.

Why can we use Google Maps?

The use of Google Maps is in the interest of an appealing presentation of our online offers and an easy findability of the location indicated by us on the website. This also includes our legitimate interests, which serve as the legal basis for data processing.

6. Google reCAPTCHA

How does Google reCAPTCHA work?

We use the "reCAPTCHA" service from Google on our website in order to be able to distinguish whether the registration forms provided on this website for training and courses are being filled out by a natural person or improperly by machine, automated processing.

What information do you share with us and how is it used?

For the purpose of authenticating the user, the following data is passed on to Google:

- Referrer URL (the address of the page from which the visitor comes);
- IP address;
- Information about the operating system;
- Cookies;
- Mouse and keyboard behavior;
- Date and language settings;
- All Javascript objects;
- Screen resolution.

Why are we allowed to use Google reCAPTCHA?

We use reCAPTCHA to prevent functions on our website from being misused through spam, machine processing or in any other way. This is where our legitimate interests lie, which serve as the legal basis for data processing. You can find out more about reCAPTCHA on the **Google reCAPTCHA website**.

If you want to prevent data about your behavior from being sent to Google, you should log out of Google and delete all Google cookies before visiting our website. You can request the deletion of the data on Google from **Google Support**.

7. YouTube

Which plug-ins do we use?

Our Internet pages contain the plug-ins from YouTube, belonging to Google Inc., based at LLC 901 Cherry Ave. San Bruno, CA 94066 USA.

Why are we allowed to use plug-ins from YouTube?

We use plug-ins from YouTube to make our offer available to a wider audience. This is where our legitimate interests lie, which serve as the legal basis for data processing.

How does the YouTube plug-in work?

As soon as you visit a page of our website equipped with a YouTube plug-in, a connection to the YouTube servers is established.

What information do you share with YouTube?

The YouTube servers are informed which specific page of our website you have visited. If you are also logged into your YouTube account, you would enable YouTube to assign your surfing behavior directly to your personal profile. We point out that we have no knowledge of the specific content of the transmitted data or their use. For more information, see the Google Privacy Policy.

How can you prevent data collection?

If you do not want YouTube to be able to assign your visit to our website to your user account, please log out of your respective user account before using our website.

You can also completely prevent the loading of the plug-ins with add-ons for your browser, for example with the **script blocker "No-Script"**.