

Privacy declaration

Article 1 - Introduction

This declaration reflects our practices and standards for processing confidential data. It applies where we act as a data controller for data - personal or otherwise - of our customers, business partners, candidates, or visitors to our websites.

Article 2 - About us

This site is owned and operated by Colearnis®. The company is based at Rue Pierre-à-Mazel 39, 2000 Neuchâtel, Switzerland.

Article 3 - What data do we process and for what purpose?

If you are a customer, a business partner or express an interest in our services:

We may process the contact data you provide, i.e., your first and last name, email address, telephone number, company, job title and position. We may also process non-personal data that you provide to us, such as information about your company, documents or correspondence relating to the subjects we are dealing with. This data is processed in order to provide you with the service you require and to communicate with you. The legal basis is the performance of the contract that binds us or the steps leading to its conclusion.

If you visit our website or view any other information available online:

We may process usage data including your IP address, geographical location, browser type and version, operating system, reference source, length of your visit, pages viewed, browsing history, and frequency of use. The purpose of this processing is to analyse the use of our website and online services. It is based on our legitimate interest in securing and improving the content of our websites.

If you use our contact form:

We may process the data you provide on the contact form (in particular first name, last name, email address, company, and telephone number), as well as any other data you provide as an attachment. You agree that the information may be used in connection with the request and with the commercial relationship that may result from it. You also agree that the information entered may be used to contact you for marketing purposes, in particular to send you newsletters.

If you are a job candidate:

If you apply for a job, we process the personal data you provide in relation to your professional experience, training or professional qualifications, contact details, nationality, marital status, and any other information contained in your curriculum vitae. Processing is based on your consent, which you implicitly give us by applying for a job or which you have given to a service provider that we use for recruitment purposes.

Article 4 - With whom do we share your data?

We may share your data with our suppliers and service providers insofar as this is necessary, in accordance with the legal bases and purposes mentioned in this declaration.

We may also transfer certain information about you to subcontractors and partners in order to obtain or maintain insurance cover, manage risks, subcontract certain administrative or financial tasks, and to fulfil our legal obligations.

Article 5 - How long do we keep your data?

Any data we process is kept for no longer than is necessary to achieve the purpose specified for its processing. If we have a contract with you, we will apply the legal retention periods applicable to this type of contract. We may retain certain data or maintain certain records for longer periods for legal compliance, financial or other statistical reporting purposes.

Article 6 - How do we protect your data?

We take appropriate measures to protect your data against theft, inappropriate use, accidental publication or destruction. We have also implemented measures to guarantee their confidentiality, both in our processes and in the technical systems that handle them. Where necessary, we sign non-disclosure agreements for data with a particularly high level of confidentiality. In such cases, the conditions defined bilaterally shall take precedence over this declaration.

Article 7 - What are your rights?

You have five fundamental rights in relation to the personal data we process about you. To assert your rights, you do not need to pay anything, and we shall process your request within 30 days. We will do so in accordance with legal requirements, which may mean that we are unable to comply with certain specific requests. You have the right to:

- Access information about you.
- Request that we correct any incorrect personal information.
- Request the destruction of your personal data.
- Temporarily or permanently restrict the processing of your data.
- Withdraw your authorisation or object to the processing in cases where it is based either on your consent or on our legitimate interests.

You may exercise your rights, or submit any questions to us in relation to this declaration by emailing us at info@colearnis.com.

If you consider that our processing of your personal data is in breach of the law, you may lodge a complaint with the Federal Data Protection Commissioner.