

Data Privacy Policy

1. Introduction

- ¹ The Swiss Academy of Sciences (SCNAT) takes data protection seriously. SCNAT uses this data privacy policy to provide information about key aspects of how it processes Personal Data on its websites.
- ² SCNAT observes the applicable data protection laws when dealing with Personal Data. Depending on the context in which Personal Data are processed, these laws are the Federal Data Protection Act (DSG) in Switzerland, with the concomitant ordinances, or the European Union's General Data Protection Regulation (GDPR).
- ³ If SCNAT is supplied with other people's Personal Data (e.g. family members, data for work colleagues), the provider is obliged to ensure that these people are aware of this data privacy policy, that permission to disclose the data has been granted and that these Personal Data are correct.

2. Scope


- ¹ This data privacy policy applies to any information that relates to a specific or determinable or identified or identifiable person and which constitutes Personal Data within the terms of the Data Protection Act or the GDPR (hereafter Personal Data).
- ² This data privacy policy applies to Processing of Personal Data within the terms of the Data Protection Act and the GDPR (hereafter Processing) within SCNAT with its executive bodies and units and systems operated by the latter (hereafter IT Systems). It applies in particular with regard to websites operated by SCNAT, e.g. naturwissenschaften.ch (SCNAT Knowledge) or scnat.ch (SCNAT Network) (hereafter Web System). Other data privacy policies (particularly for employees), terms of use and/or other documents govern specific circumstances, should the need arise.

3. Controller / Data Processor

- ¹ The Verein Swiss Academy of Sciences SCNAT, House of Academies, Laupenstrasse 7, 3001 Bern is responsible for the Personal Data Processing by SCNAT described herein and all requests to exercise the information rights and other rights due the data subjects. Concerns regarding data privacy should be sent to the following address:

Swiss Academy of Sciences (SCNAT)
entered in the Register of Companies as an association (Verein)
House of Academies
Laupenstrasse 7
P.O. Box
3001 Bern
Switzerland
Tel. +41 31 306 93 00
E-mail: datenschutz@scnat.ch
Register of Companies and VAT number: CHE-112.106.433

Swiss Academy of Sciences (SCNAT)

House of Academies · Laupenstrasse 7 · P.O. Box · 3001 Bern · Switzerland
+41 31 306 93 00 · datenschutz@scnat.ch · scnat.ch  @scnatCH

² SCNAT is represented in the EU by:

All European Academies (ALLEA),
association registered under German law
c/o Berlin-Brandenburg Academy of Sciences and Humanities
Jägerstraße 22/23
10117 Berlin
Germany
Tel. +49 30 325 98 73 72
E-mail: secretariat@allea.org

4. Categories of Personal Data and reasons for Processing

¹ SCNAT processes the following categories of Personal Data for the purposes as described:

- a. Master data: master data include the name, telephone number, address or e-mail address, copies of official identity documents and other personal information (e.g. expertise, profile photo) provided to SCNAT when registering for the Web System, for example, for the newsletter, or when initiating contact.
- b. Contractual data: contractual data are data processed when initiating and concluding a contract, such as customer, supplier and application data, as well as accounting, insurance, financial and tax data, and any data which SCNAT is legally obliged to process.
- c. Communication data: communication data are data processed when making contact with SCNAT within the terms of clause 9 of this data privacy policy. Please refer to this clause for further information.
- d. Usage data: usage data are captured and processed when using cookies (cf. clause 8) or they come under capture of log data (cf. clause 7). Please refer to the clauses mentioned for further information.
- e. Log data: cf. clause 7.
- f. Image and sound recordings: SCNAT can make image and sound recordings of participants, guests and collaborators at SCNAT events (conferences, symposia, workshops, etc.).

5. Legal principles

¹ If a legal principle is required for Data Processing, SCNAT processes this data according to one of the legal principles listed below:

- a. Consent (cf. Art 6 subclause 1a GDPR): consent serves as a legal principle if SCNAT has obtained consent and no other legal principle pertains (e.g. newsletter, website articles, contact). Consent that has been granted can be withdrawn at any time, but this does not affect Data Processing that has already occurred.
- b. Legitimate interest (cf. Art 6 subclause 1f GDPR): SCNAT processes data on the basis of its legitimate interest, which in particular ensues from its statutory mandate (specifically website provision and optimisation).
- c. Contract (cf. Art 6 subclause 1b GDPR): Data Processing can also be based on a contract or initiation of a contract (e.g. advertising, webshop purchase).
- d. Legal obligation (cf. Art 6 subclause 1c GDPR): if Data Processing occurs on the basis of a legal obligation, this serves as a legal principle (e.g. transmission of Personal Data to third parties, retention of specific documents).

6. Transmission of Personal Data

- ¹ Insofar as is permitted and seems appropriate to it, SCNAT discloses Personal Data to third parties within the scope of its business activities and the purposes according to clause 4, whether they process these on behalf of SCNAT or because they intend to use the Personal Data for their own purposes. Specifically, this concerns the following positions (all jointly Recipients):
 - a. SCNAT service providers (within SCNAT and externally), including processors (such as IT providers);
 - b. the public, including website and social media visitors;
 - c. organisations forming part of the association of the Swiss Academies of Arts and Sciences;
 - d. (joint) organisers of SCNAT events;
 - e. Web System partners, particularly group users;
 - f. other parties to potential or actual legal proceedings;
 - g. sublessees in Haus der Akademien (telephone numbers via Mitel, list of people with printer access).
- ² Some of these Recipients are in Switzerland, but can be elsewhere in the world. If a Recipient is in a country without suitable legal data protection, SCNAT shall oblige the Recipient contractually to comply with the applicable data protection (SCNAT uses the European Commission's revised standard contractual clauses for this, which can be downloaded here: https://eur-lex.europa.eu/eli/dec_impl/2021/914/oj?), if the Recipient is not already subject to a legally recognised framework to ensure data protection and SCNAT cannot rely on an exception clause. An exception can in fact apply in legal proceedings abroad, but also in cases of overwhelming public interest, or if contract implementation requires such disclosure, if consent is present, or if data are concerned which the data subject has made generally accessible, but to whose Processing the data subject has not objected.

7. Log data

- ¹ The SCNAT IT System captures data such as IP address, smartphone or computer Mac address, details of the device and settings, cookies, date and time visited, pages and content accessed, functions used, referring website and location data every time websites operated by SCNAT are visited.
- ² These data are stored temporarily in the SCNAT IT Systems' log files. They are not stored with the visitors' other Personal Data.

8. Cookies

- ¹ Cookies required for the functionalities to function properly are partly used when visiting our websites. Cookies are also used in order to optimise the user's experience during use, in particular by incorporating third-party providers' content.
- ² Cookies are small files that are stored on the visitors' mobile devices or computers if they visit or use the websites. Cookies can store the visitor's preferences or identify these with repeated use of the websites. When a cookie is activated, an identification number (cookie ID) is allocated to this cookie. This cookie is used to identify the visitor's browser and allows the information the cookie contains to be used.
- ³ Most web browsers accept cookies automatically. Website visitors can, however, control the use of cookies by changing their web browser's settings. They can stipulate that no cookies should

be accepted, that a question should be asked before a cookie is accepted from a website they have visited, and that cookies should be deactivated or restricted. Cookies that have been stored already can be deleted at any time. This can take place automatically. If cookies for the websites are refused or deactivated, it is possible that not all the functions may still be used to the full.

- 4 SCNAT only uses technically necessary cookies.
- 5 SCNAT furthermore uses plug-ins and similar third-party features on its websites. This is always apparent to the user (typically by means of appropriate symbols). These features are configured such that they are deactivated as standard and the user's consent is sought (so-called consent banner) at their first visit. If they are activated (by clicking and consenting), the respective service operators can register (by using cookies, for example) that the data subject has visited an SCNAT website and where, and can use this information for its purposes. This operator is then responsible for processing your Personal Data according to its data protection provisions. SCNAT does not receive any information about the users from these operators. We use youtube-nocookie.com for YouTube links. This prevents your Personal Data being transmitted to third parties, but YouTube continues to install cookies and thus collects certain user data and passes this on to Google servers (YouTube data privacy policy applies to this). We use the Google Maps Static API, which does not install cookies, for Google Maps. It is not possible, however, to preclude certain of the user's Personal Data (especially IP address) being transmitted to Google and used by Google for its own purposes.

9. Contacting SCNAT

- 1 When contacting SCNAT (in writing, by e-mail, web form or telephone), SCNAT uses the data provided by the enquirer solely to process the enquiry and any subsequent questions. Data are passed to third parties only after the enquirer has been consulted and has given consent. Transmission of Personal Data to partner organisations is not deemed to be transmission to third parties if the web form is hosted on the partner organisation's website (cf. clause 12).
- 2 SCNAT reserves the right to instruct third parties to process Personal Data on behalf of SCNAT and according to its instructions (hereafter Processing). Processors may also be abroad, but only on condition that appropriate data protection is assured. The data connected with the enquiry are stored for 12 months. Thereafter they are erased, unless the data are not still required in other contexts that ensue from the enquiry (e.g. conclusion of contract in the webshop). Unless there is a statutory duty to archive, all data are erased after ten years at the latest.
- 3 The data subjects have the right to withdraw consent to Processing of their data in order to respond to their enquiry at any time and to object to further data processing. In this case the data are erased and the enquiry not processed further. If the data are being processed already in other contexts following contact initiation (e.g. because of a contract concluded in the meantime), the principles authoritative for the respective context shall apply to withdrawal of consent and objection to Data Processing.

10. Use of IT Systems

- 1 SCNAT processes the Personal Data collected or generated in the context of initiation, conclusion or implementation of contracts concerning the use of IT Systems (in particular users' master data, user account login data, contract data, use data) only to the extent and for the purpose necessary for conclusion and/or implementation of the contract. The data are stored for as long as necessary to fulfil the Data Processing purpose, but are erased on termination of the contract at the latest, unless there is a statutory obligation to retain them for longer due to accounting or tax law regulations, for example.

² In addition to collecting Personal Data direct from the data subject, SCNAT reserves the right to procure data from third parties in order to verify the request to use the IT Systems.

³ It is mandatory for the following Personal Data to be provided for the user account:

- a. Title (Mr, Mrs, other);
- b. Surname;
- c. First name;
- d. Language for correspondence;
- e. E-mail; and
- f. Password.

Provision of the following Personal Data is voluntary:

- a. Middle name;
- b. Academic title;
- c. Position;
- d. Institutional affiliation;
- e. Other contact details (telephone number, mobile number, website link, social media, postal address and address for visitors); and
- f. Profile photo.

The following users can also provide the additional Personal Data mentioned voluntarily:

- a. Members of societies who are also members of SCNAT and members of SCNAT committees: Link to CV, job description, categories / specialist disciplines, ORCID ID, key publications; and
- b. People with offering(s) in the field of development of the next generation: Area of expertise, languages, type of commitment (e.g. sponsorship of baccalaureate work), offer description (multilingual as applicable).

⁴ The Web System displays the following Personal Data for selected SCNAT members (Board, platforms and working groups) which are visible to other Web System users:

- a. **Without explicit consent:** academic title, surname, first name, SCNAT committee name and role therein;
- b. **Additional, with explicit consent:** profile photo, institutional affiliation and role therein, address, e-mail, telephone, mobile telephone, website link, social media, link to CV, job description, area of work, categories / specialist disciplines, ORCID ID, key publications;
- c. **Also, for people with offering(s) in the field of development of the next generation:** area of expertise, languages, type of commitment (e.g. sponsorship of baccalaureate work), offer description (multilingual as applicable); and
- d. **Also, for people with a role in a research project captured in the database:** project name, link to project.

No data are displayed for any other people without explicit consent. The following data are displayed for the data subjects with explicit consent:

- a. **With explicit consent:** profile photo, academic title, surname, first name, name of SCNAT committee and role therein, institutional affiliation and role therein, address, e-mail, telephone, mobile telephone, website link, social media;
- b. **Also, for people from a community of experts:** expert community, link to CV, job description, area of work, categories / specialist disciplines, ORCID ID, key publications;

- c. **Also, for people with offering(s) in the field of development of the next generation:**
area of expertise, languages, type of commitment (e.g. sponsorship of baccalaureate work), offer description (multilingual as applicable);
 - d. **Also, for people with a role in a research project captured in the database:** project name, link to project.
- ⁵ The individual users recorded in the IT Systems within the meaning of the General Terms and Conditions of Use (conditions for use of database and SCNAT Web System) are requested to update their data annually. Unless advised to the contrary by the specified date, the users' data are deemed to be correct and may still be processed. In the event of an obvious incorrect entry, the corresponding data in the IT Systems will be amended or erased.
- ⁶ Users' contributions (user-generated content) may represent Personal Data. They are stored in a log file and serve their original purpose only (e.g. as a forum post or comment). As soon as storage is no longer necessary or the author requests erasure, SCNAT will erase the corresponding contribution.

11. Newsletter

- ¹ It is possible to subscribe to newsletters through SCNAT's websites. For this the e-mail address and, depending on the newsletter, the subscriber's name and postal address too, are collected. These data are processed on the basis of the principle of the data subject's consent (cf. Art 13(1) Data Protection Act; Art. 6 subclause 1a GDPR). The Personal Data concerned are processed exclusively for delivery of the newsletter. No Personal Data are transmitted to third parties, apart from to the newsletter's publisher, in connection with Processing for the newsletter.
- ² The data are stored until the newsletter subscription is terminated. The data subjects have the right to terminate the newsletter subscription at any time by notification in text form (e.g. e-mail, letter) to the address provided by the publisher for the newsletter in question, or by operating the link contained in the newsletter and thereby withdrawing their consent to Processing of their data for dispatch of the newsletter and to object to continued Processing of the data. In this case the data subject's data will be erased immediately.

12. Third-party offers on SCNAT websites

- ¹ Third-party offers can also be accessed from the websites operated by SCNAT (e.g. websites, newsletter, events). SCNAT does not assume any liability for collection and Processing of Personal Data by third parties. The third-party provider's data protection provisions shall apply.
- ² SCNAT also operates partner organisations' websites. Such websites are identified by the domain (<https://mitglied.scnat.ch/«Name of partner organisation»>). Although SCNAT operates these websites, the respective partner organisations are responsible for all content and Data Processing. In this context SCNAT is the partner organisations' processor. The respective partner organisation's data privacy policy applies.

13. Duration of Personal Data retention

SCNAT processes and stores the Personal Data for as long as is required for fulfilment of the corresponding contractual and legal obligations or other purposes pursued by Processing, i.e. for the duration of the business relationship (from initiation, via implementation, to termination of a contract) and furthermore in accordance with the statutory retention and documentation obligations. It is possible that Personal Data are stored for the period during which claims against SCNAT can be asserted and if SCNAT is otherwise obliged to by law or if legitimate business interests so require

(e.g. for evidentiary and documentation purposes). As soon as the Personal Data are no longer required for the above purposes, in principle and insofar as possible they will be erased or anonymised. Fundamentally shorter retention periods of 12 months or less apply to operational data (e.g. system protocols, logs).

14. Data subject's rights

- ¹ As part of the business relationship with SCNAT, the Personal Data required for commencement and execution of a business relationship and fulfilment of the associated contractual obligations must be provided (a legal obligation to provide data to SCNAT does not exist as a rule). Without this data, as a rule SCNAT would not be in a position to conclude or implement a contract with the data subject (or the place or person that the data subject represents). The websites cannot be used either if certain information to secure data traffic (such as IP address) is not disclosed.
- ¹ In principle, and if there is provision in applicable data protection law, the data subject is due the rights to information about their data, blocking/restriction of Data Processing and rectification and erasure of their data, data transmissibility, withdrawal and objection. SCNAT reserves the right to assert the restrictions provided by law if it is obliged to retain or process certain data, for example, has an overwhelming interest in it (if it may invoke this) or requires it for assertion of claims. SCNAT shall inform the data subject in advance if the data subject will incur costs. Information has been provided in clause 5 about the possibility of withdrawing consent given previously. It should be noted that exercise of these rights may conflict with contractual agreements and that this may have consequences such as premature termination of contract, or costs. Prior information will be provided in this case, if this has not already been regulated contractually.
- ² Exercise of such rights generally supposes that the data subject clearly proves their identity (e.g. by a copy of an identity document where the identity is not otherwise clear and/or cannot be verified). SCNAT can be contacted at the address given in clause 3 to assert these rights.
- ³ If GDPR applies, the data subjects have the right to complain to the supervisory authority of the EU state in which they are located. If the Swiss Data Protection Act applies, the data subjects have the right to contact the Swiss Federal Data Protection and Information Commissioner (FDPIC). Furthermore, every data subject has the right to assert their claims in court.

15. Amendments

SCNAT may amend this data privacy policy at any time without prior notice. The current version published on the SCNAT website shall apply. If the data privacy policy forms part of an agreement, in the event of an update the data subjects will be informed of the amendment by e-mail or in another suitable manner.

Data Privacy Policy, 04.2025