Genossenschaft der Schweizer im Ausland
Société coopérative des Suisses à l'étranger
Società cooperativa degli Svizzeri all'estero
Sociedad cooperativa de los Suizos en el extranjero
Cooperative Society for Swiss Nationals Abroad

# Data Protection Regulations

Version: 23/11/2023

## 1. General provisions

### 1.1. Purpose

The purpose of these regulations is to ensure the protection and confidentiality of the personal data which are collected, processed and stored in relation to the activities of Soliswiss Cooperative, and to ensure compliance with data protection laws.

### 1.2. Scope of Application

These regulations apply to all employees and any other persons for whom these regulations are declared applicable. These regulations may be supplemented by general instructions or individual instructions.

### 1.3. Definition of 'Personal Data'

Personal data refers to any information relating to an identified or identifiable natural person (e.g. first name, last name, home address, email address such name.surname@company.com, ID number, etc.).

### 1.4. Legal Bases

These regulations must be interpreted and applied in accordance with the New Swiss Federal Act on Data Protection (nFADP) and other applicable legal requirements. Insofar as applicable law makes stricter requirements, those take precedence.

## 2. Responsibility

### 2.1. Board

Responsibility for compliance with applicable data protection law and for these regulations lies with the Board of Soliswiss Cooperative.

### 2.2. Data Controller

The Director (management) of Soliswiss Cooperative is the data controller, carrying out both an advisory as well as an overseeing role. The management is responsible for monitoring these regulations and acts as the contact point for data protection issues, both internally and towards the supervisory authorities. They are entitled to issue instructions to employees with regard to data protection-relevant topics. The responsibility for compliance with applicable data protection law also lies with each individual employees within the scope of their activities.

### 2.3. Employees, Contractors and Third Parties with Access to Personal Data of Soliswiss Cooperative

All persons who have access to personal data are under an obligation to comply with legal requirements, these regulations and other internal regulations. They must confirm that they

have read these regulations by signing them.

Furthermore, they are under the obligation of handling personal data with care. They must report any security-related events (problems, incidents, faults, etc.) as well as data breaches to the management.

## 3. Data Collection

### 3.1. Purpose and Legality

When collecting personal data, the specific purpose for which the data is collected must be clearly established. Collection must be based on a lawful basis, such as the consent of the data subject, the performance of a contract or the fulfilment of a legal obligation, to the extent that applicable law requires such a basis.

### 3.2. Obligation to Inform

When collecting (or 'obtaining') personal data, the data subjects must be informed at least of the purpose of the processing, the identity of the controller, the categories of recipients (if personal data is disclosed to service providers, partners or other recipients), the countries of the recipients, the expected storage period and their rights in relation to this data.

### 3.3. Data Minimisation

Only data necessary for the stated purpose should be collected. Any collection of data that is not directly necessary for the stated purpose must be avoided. Particular care is taken to ensure that the minutes of meetings remain meaningful, but limited to what is strictly necessary and, in particular, as far as possible, do not contain any data that is worthy of special protection or data that would allow profiling.

## 4. Data Protection Principles and Security Measures

### 4.1. Compliance with Data Protection Principles

Any processing of personal data must comply with the principles of legality, transparency, purpose limitation, data minimisation, accuracy, storage limitation and security.

### 4.2. Rights of Data Subjects

Employees must respect the rights of data subjects, including the right of access, rectification, erasure, objection to or restrictions on processing and data portability, and ensure that requests from data subjects are processed within the deadlines set by law.

### 4.3. Security

During the processing, it must be ensured that personal data is only accessible to authorised persons, that it is available when needed, that it is not changed in an unauthorised or unintentional manner and that its processing is traceable.

### 4.4. Data Protection Impact Assessment

Before introducing new processing activities or technologies that could pose a high risk to the data of natural persons, a data protection impact assessment must be carried out with the involvement of the management.

### 4.5. Data Transfer

The transfer of personal data to third parties and/or to countries outside the European Economic Area may only take place in compliance with legal requirements.

### 4.6. Data Processor

When working with Data processors, written agreements must be entered into in order to ensure compliance with data protection regulations.

### 4.7. Data Protection Training

Regular training and awareness-raising initiatives in the area of data protection must be implemented for all employees who have access to personal data.

### 4.8. Records and Proof of Compliance

Soliswiss Cooperative ensures that compliance with its regulations can be adequately proven.

## 5. Data Breach

### 5.1. Detection and Notification

In the event of a suspected data security breach involving personal data, employees must immediately report this to the management. Then, the management must act in accordance with legal requirements, including assessing the risk to data subjects and reporting to the responsible data protection supervisory authority, if necessary (see section 5.3 hereafter). Moreover, appropriate measures must be taken to remedy the data breach and prevent future breaches.

### 5.2. Investigation and Records

Following a notification, the management must conduct an investigation to determine the cause, scope and potential impact of the data breach. It must be ensured that all steps and results of the investigation are recorded.

### 5.3. Notification of Supervisory Authorities and Data Subjects

Should a data breach pose a high risk to the rights and freedoms of data subjects, and when required by applicable law, the management must inform the competent data protection authority (DPA) or other competent authorities in accordance with the statutory provisions. The data subjects affected by a data breach must also be informed, insofar as this is required by applicable law.

## 6.V iolations of Data Protection Regulations

Violations of these regulations may result in labour law measures, liability and additionally, in the case of legal violations, fines against the Soliswiss cooperative and/or the responsible individuals.

## 7. Entry into Force

These regulations shall come into force on 23.11.2023 by resolution of the Board and are regularly reviewed and updated.