

Data Privacy Notice

This Policy Statement should be read in conjunction with Initiatives of Change Switzerland's Data Protection Privacy Policy.

At Initiatives of Change Switzerland (lofC CH) we take data protection and the individuals' rights relating to their personal data seriously. Under the General Data Protection Regulation (GDPR) you have the right to be informed about how we process your personal data.

lofC CH looks to process all personal data within the physical boundaries of Switzerland and the European Economic Area, however, lofC CH uses a small number of services and applications (Data Processors) who are based in and who process data in the United States. Where this is the case, lawful mechanisms and agreements are in place to safeguard the integrity and confidentiality of these shared data in compliance with the GDPR and other data protection legislation.

lofC CH records and archives its activities for historic and public interest purposes. Some of these archived records may include details of individuals who have made a significant contribution to the Foundation. If you wish not to be included in these records or wish to discuss our archives please contact us at info@caux.ch

From the list below, please click on the most appropriate description to access the section of this Privacy Notice that is relevant to you.

I have:

1. I have visited lofC CH's website and / or have completed an enquiry or an application form
2. I am a supplier to, work in partnership with or am a similar contact of lofC CH
3. I have received or requested information regarding lofC CH
4. I have participated or registered to participate in an lofC CH event or I have stayed or registered to stay at the Caux Conference and Seminar Centre
5. I have been registered to participate in an lofC CH event or stay at the Caux Conference and Seminar Centre
6. I am or have been an employee of lofC CH
7. I am a donor to, other supporter of or I volunteer my services to lofC CH

If you feel that you are not covered by the list above, please contact us at info@caux.ch

I have visited lofC CH's website and / or have completed an enquiry form

1. Who we are

We at lofC CH are the Data Controller of personal data that we collect through our website or through other media.

We can be contacted at info@caux.ch

2. We received your personal data when you completed a web form on our website

Your personal data collected by lofC CH has been supplied by you for the purpose of managing and supporting your enquiry or your request for information about our services. We are the Data Controller of your personal data. It will be processed under our Legitimate Interests (or in some cases we may ask for your Consent to use your personal data) with the purpose of providing you with the information that you have requested. Your details will be held by us for 2 years after we have a final, verifiable contact with you at which time they will be deleted.

3. Rights that you have

As your personal data is held by lofC CH you have rights under the General Data Protection Regulation (GDPR) that lofC CH fully support. Your rights are:

- The right to request a copy of your personal data which lofC CH holds about you;
- The right to request that lofC CH corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for lofC CH to retain such data;
- The right to withdraw any consent you have given to the processing of your data, at any time;
- The right to request that lofC CH provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data including for marketing purposes
- The right to lodge a complaint with a relevant Supervisory Authority

These rights are more fully explained [here](#)

Should you have any questions regarding these rights and how lofC CH supports them, please contact us at info@caux.ch

4. New Purpose

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

5. Sharing Data

lofC CH will not share your data with any companies outside of the lofC CH community without your explicit Consent unless required to do so under prevailing laws and regulations.

6. Updating your Data

If you wish to request to update or change the information that we use of yours or how we use it, you can do so by contacting us by emailing us at info@caux.ch.

Please ensure you notify us of any updates, amendments and corrections to your information by contacting us via the means above.

7. Contacting Us

Any queries or comments about this privacy notice or for requests relating to the rights listed above, please contact lofC CH at info@caux.ch

If you wish to make a complaint about how we use your information, please contact us in the first instance via info@caux.ch and we will do our best to help.

If you are still unhappy, you can contact the relevant Supervisory Authority such as those listed [here](#)

We will occasionally update this privacy notice and our privacy policy [here](#). We encourage you to periodically review this notice to be informed of how we use your information.

This Privacy Notice was last updated January 2020.

I am a supplier to, work in partnership with or am a similar contact of lofC CH

1. Who we are

We at lofC CH are the Data Processor of personal data that we collect from suppliers, national and local authorities etc.

We can be contacted at info@caux.ch

2. We received your personal data when your organisation entered into a relationship with lofC CH

Your personal data collected by lofC CH has been supplied by you for the purpose of managing and supporting our relationship with your organisation. We are the Data Processor of your personal data. It will be processed for the purpose of managing or entering into a contract. Your personal data will be held by us for 5 years after the relationship between lofC CH and your organisation is terminated at which time they will be deleted.

3. Rights that you have

As your personal data is held by lofC CH you have rights under the General Data Protection Regulation (GDPR). Where appropriate, lofC CH will work with the Data Controller to ensure that your rights are fully supported.

Your rights are:

- The right to request a copy of your personal data which lofC CH holds about you;
- The right to request that lofC CH corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for lofC CH to retain such data;

- The right to withdraw any consent you have given to the processing of your data, at any time;
- The right to request that IofC CH provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data including for marketing purposes
- The right to lodge a complaint with a relevant Supervisory Authority

These rights are more fully explained [here](#)

Should you have any questions regarding these rights and how IofC CH supports them, please contact us at info@caux.ch

4. New Purpose

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek the Data Controller's written permission for the new processing.

5. Sharing Data

IofC CH will not share your data with any companies outside of the IofC CH community without your explicit Consent unless required to do so under prevailing laws and regulations.

6. Updating your Data

If you wish to request to update or change the information that we use of yours or how we use it, you can do so by contacting us by emailing us at info@caux.ch Where appropriate, IofC CH will work with the Data Controller to ensure that your data are current.

Please ensure you notify us of any updates, amendments and corrections to your information by contacting us via the means above or by contacting the Data Controller.

7. Contacting Us

Any queries or comments about this privacy notice or for requests relating to the rights listed above, please contact IofC CH at info@caux.ch

If you wish to make a complaint about how we use your information, please contact us in the first instance via info@caux.ch and we will do our best to help.

If you are still unhappy, you can contact the relevant Supervisory Authority such as those listed [here](#)

We will occasionally update this privacy notice and our privacy policy [here](#). We encourage you to periodically review this notice to be informed of how we use your information.

This Privacy Notice was last updated January 2020.

I have received or requested information regarding IofC CH's services

1. Who we are

We at IofC CH are the Data Controller of personal data that are used to supply information to interested parties.

We can be contacted at info@caux.ch

2. We process your personal data to provide you with information about our services

Your personal data is held by IofC CH for the purpose of supplying you with information about IofC CH. We are the Data Controller of these personal data. It will be processed under our Legitimate Interests of promoting the Foundation and its work. As mentioned below, you have the right to object to our use of these Legitimate Interests in relation to your data. Should you invoke this right we will cease to contact you immediately and delete your data from our systems. Otherwise your personal data will be held and used by us for 2 years after our last verifiable contact with you after which time it will be deleted.

3. Rights that you have

As your personal data is held by IofC CH you have rights under the General Data Protection Regulation (the GDPR) that IofC CH fully support. Your rights are:

- The right to request a copy of your personal data which IofC CH holds about you;
- The right to request that IofC CH corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for IofC CH to retain such data;
- The right to withdraw any consent you have given to the processing of your data, at any time;
- The right to request that IofC CH provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data including for marketing purposes
- The right to lodge a complaint with a relevant Supervisory Authority

These rights are more fully explained [here](#)

Should you have any questions regarding these rights and how IofC CH supports them, please contact us at info@caux.ch

4. New Purpose

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

5. Sharing Data

lofC CH will not share your data with any companies outside of the lofC CH community without your explicit Consent unless required to do so under prevailing laws and regulations.

6. Updating your Data

If you wish to request to update or change the information that we use of yours or how we use it, you can do so by contacting us by emailing us at info@caux.ch

Please ensure you notify us of any updates, amendments and corrections to your information by contacting us via the means above.

7. Contacting Us

Any queries or comments about this privacy notice or for requests relating to the rights listed above, please contact lofC CH at info@caux.ch

If you wish to make a complaint about how we use your information, please contact us in the first instance via info@caux.ch and we will do our best to help.

If you are still unhappy, you can contact the relevant Supervisory Authority such as those listed [here](#)

We will occasionally update this privacy notice and our privacy policy ([link here](#)). We encourage you to periodically review this notice to be informed of how we use your information.

This Privacy Notice was last updated January 2021.

I have participated or registered to participate in an lofC CH event or I have stayed or booked to stay at the Caux Conference and Seminar Centre

1. Who we are

We at lofC CH are the Data Controller of personal data that we collect from individuals who have registered for an lofC CH event or have booked to stay at the Caux Palace.

We can be contacted at info@caux.ch

2. We received your personal data from you when you registered or booked

Your personal data collected by lofC CH has been supplied by you for the purpose of managing and supporting your attending an lofC CH event or your stay at the Caux Conference and Seminar Centre. In these instances, we are the Data Controller of your personal data. It will be processed under the Performance of the Contract that we have with you. Your details will be held by us for 5 years after your attendance or stay after which time they will be deleted.

3. Rights that you have

As your personal data is held by lofC CH you have rights under the General Data Protection Regulation (GDPR) that lofC CH fully support. Your rights are:

- The right to request a copy of your personal data which lofC CH holds about you;
- The right to request that lofC CH corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for lofC CH to retain such data;
- The right to withdraw any consent you have given to the processing of your data, at any time;
- The right to request that lofC CH provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data including for marketing purposes
- The right to lodge a complaint with a relevant Supervisory Authority

These rights are more fully explained [here](#)

Should you have any questions regarding these rights and how lofC CH supports them, please contact us at info@caux.ch

4. New Purpose

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek the Data Controller's written permission for the new processing.

5. Sharing Data

lofC CH will not share your data with any companies outside of the lofC CH community without your explicit Consent unless required to do so under prevailing laws and regulations.

6. Updating your Data

If you wish to request to update or change the information that we use of yours or how we use it, you can do so by contacting us by emailing us at info@caux.ch

Please ensure you notify us of any updates, amendments and corrections to your information by contacting us via the means above.

7. Contacting Us

Any queries or comments about this privacy notice or for requests relating to the rights listed above, please contact lofC CH at info@caux.ch

If you wish to make a complaint about how we use your information, please contact us in the first instance via info@caux.ch and we will do our best to help.

If you are still unhappy, you can contact the relevant Supervisory Authority such as those listed [here](#)

We will occasionally update this privacy notice and our privacy policy [here](#). We encourage you to periodically review this notice to be informed of how we use your information.

This Privacy Notice was last updated January 2020.

I have been registered to participate in an lofC CH event or I have been booked to stay at the Caux Conference and Seminar Centre.

1. Who we are

We at lofC CH are the Data Processor of personal data that we collect from organisations who have registered individuals for an lofC CH event or have booked individuals to stay at the Caux Conference and Seminar Centre.

We can be contacted at info@caux.ch

2. We received your personal data from your organisation when you were registered or booked

Your personal data collected by lofC CH has been supplied by your organisation for the purpose of managing and supporting your attending an lofC CH event or your stay at the Caux Conference and Seminar Centre. In these instances, we are the Data Processor of your personal data which will be processed under the Performance of the Contract that we have with you. Your details will be held by us for as long as the Data Controller stipulates after which time they will be deleted.

3. Rights that you have

As your personal data is held by lofC CH you have rights under the General Data Protection Regulation (GDPR). Where appropriate, lofC CH will work with the Data Controller to ensure that your rights are fully supported. Your rights are:

- The right to request a copy of your personal data which lofC CH holds about you;
- The right to request that lofC CH corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for lofC CH to retain such data;
- The right to withdraw any consent you have given to the processing of your data, at any time;
- The right to request that lofC CH provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data including for marketing purposes
- The right to lodge a complaint with a relevant Supervisory Authority

These rights are more fully explained [here](#)

Should you have any questions regarding these rights and how lofC CH supports them, please contact us at info@caux.ch

4. New Purpose

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

5. Sharing Data

lofC CH will not share your data with any companies outside of the lofC CH community without your explicit Consent unless required to do so under prevailing laws and regulations.

6. Updating your Data

If you wish to request to update or change the information that we use of yours or how we use it, you can do so by contacting us by emailing us at info@caux.ch where appropriate, lofC CH will work with the Data Controller to ensure that your data are current.

Please ensure you notify us of any updates, amendments and corrections to your information by contacting us via the means above or by contacting the Data Controller.

7. Contacting Us

Any queries or comments about this privacy notice or for requests relating to the rights listed above, please contact lofC CH at info@caux.ch

If you wish to make a complaint about how we use your information, please contact us in the first instance via info@caux.ch and we will do our best to help.

If you are still unhappy, you can contact the relevant Supervisory Authority such as those listed [here](#)

We will occasionally update this privacy notice and our privacy policy [here](#). We encourage you to periodically review this notice to be informed of how we use your information.

This Privacy Notice was last updated January 2020.

I am or have been an employee of lofC CH

1. Who we are

We at lofC CH are the Data Controller of personal data that we collect from employees.

We can be contacted at info@caux.ch

2. We received your personal data when applied for and started a position with lofC CH

Your personal data collected by lofC CH has been supplied by you for the purpose of managing and supporting your employment by us. In this instance, we are the Data Controller of your personal data. It will be processed in the performance of your employment contract. In line with employment and other laws, your details will be held by us for 7 years after your employment by lofC CH ends, at which time they will be deleted.

3. Rights that you have

As your personal data is held by lofC CH you have rights under the General Data Protection Regulation (GDPR) that lofC CH fully support. Your rights are:

- The right to request a copy of your personal data which lofC CH holds about you;
- The right to request that lofC CH corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for lofC CH to retain such data;
- The right to withdraw any consent you have given to the processing of your data, at any time;
- The right to request that lofC CH provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data including for marketing purposes
- The right to lodge a complaint with a relevant Supervisory Authority

These rights are more fully explained [here](#)

Should you have any questions regarding these rights and how lofC CH supports them, please contact us at info@caux.ch

4. New Purpose

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

5. Sharing Data

lofC CH will not share your data with any companies outside of the lofC CH community without your explicit Consent unless required to do so under prevailing laws and regulations.

6. Updating your Data

If you wish to request to update or change the information that we use of yours or how we use it, you can do so by contacting us by emailing us at info@caux.ch

Please ensure you notify us of any updates, amendments and corrections to your information by contacting us via the means above.

7. Contacting US

Any queries or comments about this privacy notice or for requests relating to the rights listed above, please contact lofC CH at info@caux.ch

If you wish to make a complaint about how we use your information, please contact us in the first instance via info@caux.ch and we will do our best to help.

If you are still unhappy, you can contact the relevant Supervisory Authority such as those listed [here](#)

We will occasionally update this privacy notice and our privacy policy [here](#). We encourage you to periodically review this notice to be informed of how we use your information.

This Privacy Notice was last updated January 2020.

I am a donor to, other supporter of or I volunteer my services to lofC CH

1. Who we are

We at lofC CH are the Data Controller of personal data that we collect from our donors, our supporters and our volunteers.

We can be contacted at info@caux.ch

2. We received your personal data when your first donated to, offered support to or became a volunteer for lofC CH

Your personal data collected by lofC CH has been supplied by you for the purpose of managing and supporting your relationship by us. In this instance, we are the Data Controller of your personal data. It will be processed in the performance of our Legitimate Interests. As mentioned below, you have the right to object to our use of these Legitimate Interests in relation to your data. Should you invoke this right we will cease to contact you immediately and delete your data from our systems. Otherwise your personal data will be held and used by us for 20 years after our last verifiable contact with you after which time it will be deleted.

3. Rights that you have

As your personal data is held by lofC CH you have rights under the General Data Protection Regulation (GDPR) that lofC CH fully support. Your rights are:

- The right to request a copy of your personal data which lofC CH holds about you;
- The right to request that lofC CH corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for lofC CH to retain such data;
- The right to withdraw any consent you have given to the processing of your data, at any time;
- The right to request that lofC CH provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability) for the performance of a contract with the data subject and in either case the data controller processes the data by automated means.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data including for marketing purposes
- The right to lodge a complaint with a relevant Supervisory Authority

These rights are more fully explained [here](#)

Should you have any questions regarding these rights and how lofC CH supports them, please contact us at info@caux.ch

4. New Purpose

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

5. Sharing Data

lofC CH will not share your data with any companies outside of the lofC CH community without your explicit Consent unless required to do so under prevailing laws and regulations.

6. Updating your Data

If you wish to request to update or change the information that we use of yours or how we use it, you can do so by contacting us by emailing us at info@caux.ch

Please ensure you notify us of any updates, amendments and corrections to your information by contacting us via the means above.

7. Contacting Us

Any queries or comments about this privacy notice or for requests relating to the rights listed above, please contact lofC CH at info@caux.ch

lofC CH does not use CCTV in any of its facilities, however, CCTV is used at the Caux Palace by other, resident organisations. Should you require any information on the use of this technology please contact us using info@caux.ch and we will provide the details you will require.

Generally, where CCTV is used a notice has to be posted informing anyone who may be captured on camera. Such a notice might be posted at Reception at the Caux Palace that includes the contact details of those who administer the cameras and recordings.

If you wish to make a complaint about how we use your information, please contact us in the first instance via info@caux.ch and we will do our best to help.

If you are still unhappy, you can contact the relevant Supervisory Authority such as those listed [here](#)

We will occasionally update this privacy notice and our privacy policy [here](#). We encourage you to periodically review this notice to be informed of how we use your information.

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