

## Data Privacy Notice

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

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

Caux lofC looks to process all personal data within the physical boundaries of Switzerland and the European Economic Area, however, Caux lofC 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, nFADP and other data protection legislation.

Caux lofC 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](mailto: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 Caux lofC'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 Caux lofC](#)
- [3. I have received or requested information regarding Caux lofC](#)
- [4. I have participated or registered to participate in a Caux lofC event or I have stayed or registered to stay at the Caux Palace and Villa Maria centre](#)
- [5. I have been registered to participate in a Caux lofC event or stay at the Caux Palace and Villa Maria Centre](#)
- [6. I am or have been an employee of Caux lofC](#)
- [7. I am a donor to, other supporter of or I volunteer my services to Caux lofC](#)

If you feel that you are not covered by the list above, please contact us at [info@caux.ch](mailto:info@caux.ch)

**Building trust across  
the world's divides**

CAUX INITIATIVES OF CHANGE FOUNDATION

Domaine ,La Pastorale' – La Loge, Route de Ferney 106  
CH-1202 Geneva, Switzerland

[info@caux.ch](mailto:info@caux.ch) [www.caux.ch](http://www.caux.ch)

## **I have visited Caux lofC's website and / or have completed an enquiry form**

### **1. Who we are**

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

We can be contacted at [info@caux.ch](mailto:info@caux.ch)

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

Your personal data collected by Caux lofC 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 Caux lofC you have rights under the General Data Protection Regulation (GDPR) and the Swiss Federal Act on Data Protection (nFADP) that Caux lofC fully support. Your rights are:

- The right to request a copy of your personal data which Caux lofC holds about you;
- The right to request that Caux lofC 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 Caux lofC 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 Caux lofC 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](#) for GDPR, and [here](#) for the nFADP

Should you have any questions regarding these rights and how Caux lofC supports them, please contact us at [info@caux.ch](mailto:info@caux.ch)

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#### 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**

Caux IofC will not share your data with any companies outside of the Caux IofC 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 emailing us at [Info@caux.ch](mailto: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 Caux IofC at [info@caux.ch](mailto: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](mailto: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](#) for the EU [and here](#) for Switzerland.

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 August 2023.

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

### 1. Who we are

We at Caux lofC 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](mailto:info@caux.ch)

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

Your personal data collected by Caux lofC 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 Caux lofC and your organisation is terminated at which time they will be deleted.

### 3. Rights that you have

As your personal data is held by Caux lofC you have rights under the General Data Protection Regulation (GDPR) and the Swiss Federal Act on Data Protection (nFADP) that Caux lofC fully support. Your rights are:

- The right to request a copy of your personal data which Caux lofC holds about you;
- The right to request that Caux lofC 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 Caux lofC 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 Caux lofC 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](#) for GDPR, and [here](#) for the nFADP

Should you have any questions regarding these rights and how Caux lofC supports them, please contact us at [info@caux.ch](mailto:info@caux.ch)

### 4. New Purpose

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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

Caux lofC will not share your data with any companies outside of the Caux lofC 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 at [info@caux.ch](mailto:info@caux.ch) Where appropriate, Caux lofC 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 Caux lofC at [info@caux.ch](mailto: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](mailto: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](#) for the EU [and here](#) for Switzerland

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This Privacy Notice was last updated August 2023.

## I have received or requested information regarding Caux lofC's services

### 1. Who we are

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

We can be contacted at [info@caux.ch](mailto:info@caux.ch)

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

Your personal data is held by Caux lofC for the purpose of supplying you with information about Caux lofC. 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 Caux lofC you have rights under the General Data Protection Regulation (GDPR) and the Swiss Federal Act on Data Protection (nFADP) that Caux lofC fully support. Your rights are:

- The right to request a copy of your personal data which Caux lofC holds about you;
- The right to request that Caux lofC 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 Caux lofC 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 Caux lofC 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](#) for GDPR, and [here](#) for the nFADP

Should you have any questions regarding these rights and how Caux lofC supports them, please contact us at [info@caux.ch](mailto:info@caux.ch)

### 4. New Purpose

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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

Caux IofC will not share your data with any companies outside of the Caux IofC 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 at [info@caux.ch](mailto: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

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If you wish to make a complaint about how we use your information, please contact us in the first instance via [info@caux.ch](mailto: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](#) for the EU [and here](#) for Switzerland

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 August 2023.

**I have participated or registered to participate in a Caux IofC event or I have stayed or booked to stay at the Caux Palace, the Initiatives of Change centre.**

### **1. Who we are**

We at Caux IofC are the Data Controller of personal data that we collect from individuals who have registered for a Caux IofC event or have booked to stay at the Caux Palace and Villa Maria.

We can be contacted at [info@caux.ch](mailto:info@caux.ch)

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

Your personal data collected by Caux IofC has been supplied by you for the purpose of managing and supporting your attending an Caux IofC event or your stay at the Caux Palace and Villa Maria. 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 Caux IofC you have rights under the General Data Protection Regulation (GDPR) and the Swiss Federal Act on Data Protection (nFADP) that Caux IofC fully support. Your rights are:

- The right to request a copy of your personal data which Caux IofC holds about you;
- The right to request that Caux IofC 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 Caux IofC 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 Caux IofC 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](#) for GDPR, and [here](#) for the nFADP

Should you have any questions regarding these rights and how Caux IofC supports them, please contact us at [info@caux.ch](mailto:info@caux.ch)

### **4. New Purpose**

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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

Caux lofC will not share your data with any companies outside of the Caux lofC 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 emailing us at [info@caux.ch](mailto: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 Caux lofC at [info@caux.ch](mailto: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](mailto: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](#) for the EU [and here](#) for Switzerland

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 August 2023.

**I have been registered to participate in a Caux IofC event or I have been booked to stay at the Caux Palace and Villa Maria Centre.**

### **1. Who we are**

We at Caux IofC are the Data Processor of personal data that we collect from organisations who have registered individuals for a Caux IofC event or have booked individuals to stay at the Caux Palace and Villa Maria Centre.

We can be contacted at [info@caux.ch](mailto:info@caux.ch)

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

Your personal data collected by Caux IofC has been supplied by your organisation for the purpose of managing and supporting your attending a Caux IofC event or your stay at the Caux Palace and Villa Maria Center. 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 Caux IofC you have rights under the General Data Protection Regulation (GDPR) and the Swiss Federal Act on Data Protection (nFADP). Where appropriate, Caux IofC 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 Caux IofC holds about you;
- The right to request that Caux IofC 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 Caux IofC 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 Caux IofC 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](#) for GDPR, and [here](#) for the nFADP

Should you have any questions regarding these rights and how Caux IofC supports them, please contact us at [info@caux.ch](mailto:info@caux.ch)

### **4. New Purpose**

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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

Caux IofC will not share your data with any companies outside of the Caux IofC 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](mailto:info@caux.ch) where appropriate, Caux IofC 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 Caux IofC at [info@caux.ch](mailto: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](mailto: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](#) for the EU and [here](#) for Switzerland.

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This Privacy Notice was last updated August 2023.

## I am or have been an employee of Caux lofC

### 1. Who we are

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

We can be contacted at [info@caux.ch](mailto:info@caux.ch)

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

Your personal data collected by Caux lofC 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 Caux lofC ends, at which time they will be deleted.

### 3. Rights that you have

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

- The right to request a copy of your personal data which Caux lofC holds about you;
- The right to request that Caux lofC 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 Caux lofC 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 Caux lofC 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](#) for GDPR, and [here](#) for the nFADP. Should you have any questions regarding these rights and how Caux lofC supports them, please contact us at [info@caux.ch](mailto: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.

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## 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](mailto: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

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This Privacy Notice was last updated August 2023.

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

**1. Who we are**

We at Caux lofC 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](mailto:info@caux.ch)

**2. We received your personal data when your fist donated to, offered support to or became a volunteer for Caux lofC**

Your personal data collected by Caux lofC has been supplied by you for the purpose of managing and supporting your relationship with 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 5 years after our last verifiable contact with you after which time it will be deleted.

**3. Rights that you have**

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- The right to request a copy of your personal data which Caux lofC holds about you;
- The right to request that Caux lofC 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 Caux lofC 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 Caux lofC 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.
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## 7. Contacting Us

Any queries or comments about this privacy notice or for requests relating to the rights listed above, please contact Caux IofC at [info@caux.ch](mailto:info@caux.ch)

Caux IofC 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](mailto: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](mailto: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](#) for the EU [and here](#) for Switzerland

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 August 2023.

**Building trust across  
the world's divides**

CAUX INITIATIVES OF CHANGE FOUNDATION

Domaine ‚La Pastorale‘ – La Loge, Route de Ferney 106  
CH-1202 Geneva, Switzerland

[info@caux.ch](mailto:info@caux.ch) [www.caux.ch](http://www.caux.ch)