Privacy Policy - International Association for Popular Cooperation

# Data controller and content of this Privacy Policy

We, the International Association for Popular Cooperation ("**IAPC**"), with registered address at Rue du Rhone 65, c/o MLL Meyerlustenberger Lachenal Froriep SA, 1204 Geneve, operate the website <https://baobab.iapc.group/> ("**Website**") and, unless otherwise indicated, are responsible for the data processing operations set out in this Privacy Policy.

Please take note of the information below to know what personal data we collect from you and for what purposes we use it. In data protection matters, we are guided primarily by the legal requirements of Swiss data protection law, in particular the Federal Act on Data Protection (FADP) and the EU General Data Protection Regulation (GDPR), the provisions of which may be applicable in individual cases. Furthermore, other companies are responsible under data protection law (or jointly responsible with us) for individual data processing operations listed below, and in these cases you should also take note of the information provided by these other companies is also applicable.

The following information may be amended from time to time. We therefore recommend that you consult this Privacy Policy regularly.

# Contact person for data protection

If you have any questions about data protection or wish to exercise your rights, please contact our data protection contact by sending an email to the following address:

secretariat@iapc.group

# Your rights

Provided that the relevant legal requirements are met, as a person affected by data processing you have the following rights:

**Right of access**: You have the right to request access to your personal data stored and processed by us at any time and free of charge. This gives you the opportunity to check what personal data we process about you and that we use it in accordance with applicable data protection regulations.

**Right to rectification**: You have the right to have inaccurate or incomplete personal data rectified and to be informed of the rectification. In this case, we will inform the recipients of the data concerned of the adjustments made, unless this is impossible or involves disproportionate effort.

**Right to deletion**: You have the right to have your personal data deleted under certain circumstances. In individual cases, especially in the case of legal retention obligations, the right to deletion may be excluded. In this case, we may block your data instead, provided the conditions are met.

**Right to restrict processing**: You have the right to request that the processing of your personal data be restricted.

**Right to data transfer**: You have the right to obtain from us, free of charge, the personal data you have provided to us in a readable format.

**Right to object**: You can object to the processing of your data at any time, in particular for data processing in connection with direct advertising (e.g. advertising emails).

**Right of withdrawal:** In principle, where you have given consent you have the right to withdraw that consent at any time. However, processing activities that have already taken place based on your consent do not become unlawful because of your revocation of consent.

To exercise these rights, please send us an email to the following address:

secretariat@iapc.group

**Right of complaint**: You have the right to lodge a complaint with a competent supervisory authority, for example against the way your personal data is processed.

# Data security

We use appropriate technical and organizational security measures to protect your personal data stored with us against loss and unlawful processing, namely unauthorized access by third parties. Our employees and the service companies commissioned by us are obliged by us to maintain confidentiality and data protection. Furthermore, these persons are only granted access to the personal data to the extent necessary for the fulfilment of their tasks.

Our security measures are continuously adapted in line with technological developments. However, the transmission of information via the Internet and electronic means of communication always involves certain security risks and we cannot provide an absolute guarantee for the security of information transmitted in this way.

# Contact us

If you contact us via our contact addresses and channels (e.g. by e-mail), your personal data will be processed. The data you have provided us with, e.g. the name of your company or institution, your name, your function, your e-mail address or telephone number and your request, will be processed. In addition, the time of receipt of the request will be documented.

We process this data exclusively in order to implement your requests (e.g. providing information about our projects and services, answering your enquiries, delivery of materials and documents, incorporating your feedback into the improvement of our service, etc.). The legal basis for this data processing is our legitimate interest within the meaning of Art. 6 para. 1 lit. f EU-GDPR in the implementation of your request or, if your request is directed towards the conclusion or execution of a contract, the necessity for the implementation of the required measures within the meaning of Art. 6 para. 1 lit. b EU-GDPR.

# Disclosure to and access by third parties

Without the support of other companies, we would not be able to provide our services in the desired form. In order for us to be able to use the services of these companies, it is also necessary to pass on your personal data to a certain extent. Such a transfer takes place to the extent that it is necessary for the fulfillment of the contract requested by you. The legal basis for these disclosures is the necessity for the performance of the contract within the meaning of Art. 6 para. 1 lit. b EU-GDPR.

Furthermore, data is passed on to selected service providers, but only to the extent necessary for the provision of their services. Various third party service providers are explicitly mentioned in this privacy policy, e.g. in the sections on marketing. These are, for example, IT service providers (such as providers of software solutions) and consultancies. Our legitimate interest within the meaning of Art. 6 para. 1 lit. f EU-GDPR in the procurement of third-party services forms the legal basis for this data transfer.

In addition, your data may be disclosed to authorities, legal advisors or debt collection agencies, if we are legally obliged to do so or if this is necessary to protect our rights, in particular to enforce claims arising from our relationship with you. The legal basis for this data transfer is our legitimate interest within the meaning of Art. 6 para. 1 lit. f EU-GDPR in safeguarding our rights and complying with our obligations or the sale of our company.

# Transfer of personal data abroad

We are entitled to transfer your personal data to third parties abroad if this is necessary to carry out the data processing mentioned in this Privacy Policy. In doing so, we will of course comply with the statutory provisions on the disclosure of personal data to third parties. If the country in question does not have an adequate level of data protection, we guarantee through contractual regulations that your data is adequately protected by the recipients.

# Retention periods

We only store personal data for as long as is necessary to carry out the processing explained in this Privacy Policy within the scope of our legitimate interest. In the case of contractual data, storage is required by statutory retention obligations. Requirements that oblige us to retain data result from the provisions on accounting and from tax law regulations. According to these regulations, business communications, concluded contracts and accounting vouchers must be stored for up to 10 years. As far as we no longer need this data to perform the services for you, the data will be blocked. This means that the data may then only be used if this is necessary to fulfil the retention obligations or to defend and enforce our legal interests. The data is deleted as soon as there is no longer any obligation to retain it and we no longer have any legitimate interest in retaining it.

1. **Special provisions applicable to use of our website**

# Log file data

When you visit our website, the servers of our hosting provider Alibaba Cloud Computing Co. Ltd. temporarily store every access in a log file. The following data is collected without your intervention and stored by us until automatically deleted:

* the IP address of the requesting computer,
* the date and time of access,
* the name and URL of the retrieved file,
* the website from which the access was made, if applicable with the search word used,

The collection and processing of this data are carried out for the purpose of enabling the use of our website (connection establishment), to permanently guarantee system security and stability as well as for error and performance analysis and enable us to optimize our website (see on these last points also Section 13).

In the event of an attack on the network infrastructure of the website or a suspicion of other unauthorized or abusive website use, the IP address and the other data will be evaluated for the purpose of clarification and defense and, if necessary, used in the context of criminal proceedings to identify and take civil and criminal action against the users concerned.

Our legitimate interest in data processing within the meaning of Art. 6 para. 1 lit. f EU-GDPR lies in the purposes described above.

When you visit our website, we use cookies as well as applications and tools that are based on the use of cookies. In this context, the data described here may also be processed. You will find more details on this in the subsequent sections of this data protection declaration, in particular Section 11.

# Cookies

Cookies are information files that your web browser stores on your computer's hard drive or memory when you visit our website. Cookies are assigned identification numbers that identify your browser and allow the information contained in the cookie to be read.

Among other things, cookies help to make your visit to our website easier, more pleasant and more meaningful. We use cookies for various purposes that are necessary, i.e. "technically required", for your desired use of the website. For example, we use cookies to be able to identify you as a registered user after logging in, without you having to log in again each time when navigating the various sub-pages. The provision of the shopping basket and order function is also based on the use of cookies. Furthermore, cookies also perform other technical functions required for the operation of the website, such as so-called load balancing, i.e. the distribution of the performance load of the page to different web servers in order to relieve the servers. Cookies are also used for security purposes, for example to prevent the unauthorised posting of content. Finally, we also use cookies as part of the design and programming of our website, e.g. to enable the uploading of scripts or codes.

The legal basis for this data processing is our legitimate interest within the meaning of Art. 6 para. 1 lit. f EU-GDPR in providing a user-friendly and up-to-date website.

Most internet browsers automatically accept cookies. However, when accessing our website, we ask you for your consent to the cookies we use that are not technically necessary, especially when using third-party cookies for marketing purposes. You can use the corresponding buttons in the cookie banner to define your desired settings. Details of the services and data processing associated with the individual cookies can be found within the cookie banner and in the following sections of this Privacy Policy.

You may also be able to configure your browser so that no cookies are stored on your computer or so that a message always appears when you receive a new cookie. On the following pages you will find explanations of how you can configure the processing of cookies in selected browsers.

* Google Chrome
* Apple Safari

Deactivating cookies may mean that you cannot use all the functions of our website.

# Tracking and web analysis tools

## General information on tracking

For needs-based design and continuous optimization of our website, we use the web analysis services listed below. In this context, pseudonymised usage profiles are created and cookies are used (please also refer to Section 10). The information generated by the cookie about your use of our website is usually transferred together with the log file data listed in Section 9 to a server of the service provider, where it is stored and processed. This may also result in a transfer to servers abroad, e.g. the USA (see on this point, in particular on the guarantees taken, Section 8).

In processing this data, we obtain the following information, among others:

* navigation path followed by a visitor on the site (including content viewed and products selected or purchased),
* time spent on the website or sub-page,
* the last sub-page viewed before leaving the website,
* the country, region or city from where access is made,
* end device (type, version, colour depth, resolution, width and height of the browser window), and
* returning or new visitors.

The provider will use this information on our behalf to evaluate the use of the website, to compile reports on website activities for us and to provide other services related to website and internet use for the purposes of market research and needs-based design of these internet pages. For these processing operations, we and the providers may to a certain extent be considered joint data controllers.

The legal basis for this data processing with the following tools is your consent within the meaning of Art. 6 para. 1 lit. a EU-GDPR. You can revoke your consent or refuse processing at any time by rejecting or deactivating the relevant cookies in your web browser settings (see Section 10) or by making use of the service-specific options described below.

For the further processing of your data by the respective provider as the (sole) data protection controller, in particular also any forwarding of this information to third parties such as authorities on the basis of national legal regulations, please refer to the respective data protection information of the provider.

# Social media

## Social media profiles

On our website, we have included links to our profiles in the social networks of the following providers:

* Facebook by Meta Platforms Inc, 1601 S California Ave, Palo Alto, CA 94304, USA;

When you click on the icon of a social network on our website, you are automatically redirected to our profile in the respective network. This establishes a direct connection between your browser and the server of the respective social network. This provides the network with the information that you have visited our website with your IP address and clicked on the link.

If you click on a link to a network while you are logged into your user account with the network in question, the content of our website may be linked to your profile so that the network can assign your visit to our website directly to your account. If you want to prevent this, you should log out before clicking on the relevant links. A connection between your access to our website and your user account takes place in any case if you log in to the respective network after clicking on the link. The respective provider is responsible under data protection law for the associated data processing. Please note the information on the relevant network's website.

The legal basis for any data processing attributed to us in this regard is our legitimate interest within the meaning of Art. 6 para. 1 lit. f EU-GDPR in the use and promotion of our social media profiles.

# External links

We have embedded links on our website to the websites of research platforms and other relevant websites. If you access such links from our website, it may be that data is disclosed to the owner of the website that you are accessing.