

The kihz Foundation privacy policy

Contents

1. What is the purpose of this privacy policy?	1
2. Who is responsible for processing your data?	2
3. What data do we process?	2
4. Where does the data come from?	3
5. For what purposes do we process your data?	4
6. To whom do we disclose your data?	5
7. Is your personal data transferred abroad?	6
8. How long do we process your data?	6
9. What are your rights?	6
10. How do we process data stemming from our website and other digital services?	7
11. How do we process data on our social networking pages?	7
12. Can this privacy policy be amended?	8

1. What is the purpose of this privacy policy?

The kihz Foundation (Childcare in the Zurich University Area), **with its head office at Sumatrastrasse 30, 8006 Zurich** (hereafter “**we**”, “**us**”), obtains and processes personal data relating to you (e.g. parents, contractual partners, employees), the children receiving childcare (“**persons in childcare**”), applicants in a job application procedure or other persons. This privacy policy always includes the persons in childcare (“**third parties**”) unless explicitly communicated otherwise.

In this privacy policy we describe what we do with your information when you visit www.kihz.uzh.ch, use our services, are cared for by us, communicate with us or have any other interaction with us. We may also inform you about the processing of your data separately (e.g. in forms, contract terms or additional privacy policies).

We use the term “**data**” here synonymously with “**personal data**”. “**Personal data**” refers to data relating to specific or identifiable persons and “**processing**” means any treatment of personal data, e.g. obtaining, storing, using, modifying, disclosing and deleting.

If you disclose data about other persons (e.g. family members) to us, we will assume that you are authorised to do so and that this data is correct, and that you have ensured that these persons are informed about the disclosure of their data (e.g. by notifying them of this privacy policy in advance).

2. Who is responsible for processing your data?

The body responsible for data processing as described in this privacy policy is:

kih Foundation (Childcare in the Zurich University Area)

Sumatrastrasse 30

8006 Zurich

Data privacy officer: louise.boehm@kih.ethz.ch

3. What data do we process?

We process different categories of personal data about you (including persons in childcare). The main categories are as follows:

- **Master data:** This is basic data such as name, contact details, data about your person, photographs, childcare and customer history, consent forms and information about third parties (e.g. contact persons, family details).
- **Contract data:** This is data that is generated in connection with the delivery of our services and the conclusion of contracts, such as contractual services, data concerning the provision of services, information for administration (e.g. invoicing) and financial data (e.g. information on a person’s financial situation for purposes of fee classification).
- **Childcare data:** This is data that concerns the childcare relationship and is generated in connection with childcare, such as health data (e.g. allergies) or preferences (e.g. food preferences). This is usually data about the person in childcare but can also include data about the parents or other third parties, such as other caregivers.

- **Application data:** This is data that is generated in connection with an application for a job with us, such as the applicant's career path, education and training, references and data from public sources (e.g. social media and the internet). This also includes information on criminal convictions and prohibitions on employment/activity (in particular, extracts from criminal records).
- **Communication data:** This is data that is generated in connection with communication between us and third parties (e.g. by e-mail, telephone, letter or other means of communication), such as the content of e-mails or letters, your contact details and marginal data from the communication.
- **Registration data:** This is data that is generated in connection with registration (e.g. login areas, newsletter) or that you provide to us (e.g. by e-mail).

In the daycare centres, the kihzh Foundation works with an app. Please find more information on our website:

<https://www.kihzh.uzh.ch/en/kitas/informationen/kihzapp/eltern-app-navigation.html>

- **Technical data:** This is data that is generated with the use of our electronic services (e.g. website, parent app), such as IP address, information about the operating system of your end device, the region and the time of use. In principle, technical data in itself does not allow any conclusions to be drawn about your identity. However, it can be linked to other data categories (e.g. registration data) and thus, possibly, to your person.
- **Behavioural and preference data:** This is data about your behaviour and preferences such as responses to electronic communications, navigation on the website and attendance at events, possibly supplemented with information from third parties (including from publicly available sources).
- **Other data:** This includes in particular: data arising in connection with official or judicial proceedings (e.g. files), data collected on the basis of health protection (e.g. protection concepts), photos, video or audio recordings which we produce or receive from third parties and on which you are recognisable (e.g. at events etc.), participation in events.

4. Where does the data come from?

- **From you:** You yourself provide us with much of the data we process (e.g. in connection with our services or communication with us). You are not obliged to provide your data, with exceptions in individual cases (e.g. due to legal obligations). However, if you wish to conclude a contract with us or make use of our services, you must provide us with certain data.
- **From third parties:** We can also obtain data from publicly accessible sources (e.g. from the debt enforcement register, the media or the internet including social media) or from authorities (e.g. from municipalities, supervisory authorities), your employer or a client of yours who has a business relationship with us or any other dealings with us, and from other third parties

(e.g. from associations). This includes the following categories in particular: master data, contract data, childcare data and other data, but also all other categories of data according to chapter 3 as well as data from correspondence and discussions with third parties.

5. For what purposes do we process your data?

- **Communication:** We process your data to be able to communicate with you (e.g. to answer enquiries, or in relation to processing contracts and to childcare).
- **Entering into, managing and processing contracts:** We process personal data in connection with the conclusion or processing of contracts with you as parents or legal guardians, suppliers and service providers or other contractual partners. Other cases include the enforcement of legal claims arising from contracts (debt collection, legal proceedings, etc.), accounting, the termination of contracts, and public communication. We also process data as part of the job application process and to initiate the employment relationship.
- **Childcare and allocation of childcare places:** We process data from you, the persons in childcare and third parties in connection with childcare and the allocation of childcare places.
- **Marketing purposes and relationship management:** For marketing purposes and relationship management, we process data in order, for example, to send our customers, other contractual partners and other interested parties personalised advertising (e.g. in printed form, by e-mail or via other electronic channels) about our services, and other news from us. You can decline such forms of contact at any time or refuse or revoke your consent to be contacted for advertising purposes by notifying us (section 2).
- **Registration:** In order to be able to use certain offerings and services (e.g. login areas, newsletter), you must register (directly with us or via our external service providers). We process data for this purpose.

- **Compliance with laws, directives and guidelines from authorities.** We can process personal data for reasons relating to compliance with the law and to fulfil any statutory duties. These duties include keeping lists in line with the Foster Children Ordinance (PAVO), fulfilling tax law obligations and creating health concepts. We can also process data in the event of internal or external investigations (e.g. by a criminal prosecution or supervisory authority or a commissioned private body).
- **Risk management and corporate management:** We can process personal data in the context of risk management (e.g. to protect ourselves from criminal activities) and corporate management, including our operational organisation (e.g. resource planning) and corporate development (e.g. acquisition and sale of business units or companies).
- **Other purposes:** These other purposes include, for example, training and educational purposes, administrative purposes (e.g. managing master data, or accounting), the protection of our rights and the evaluation and improvement of internal processes. Other purposes also include the protection of other legitimate interests, which cannot be named definitively.

6. To whom do we disclose your data?

We also transfer your personal data to third parties in connection with our contracts, website, services, and legal obligations; to protect our legitimate interests; and for the other purposes listed in section 5. These third parties include the following categories of recipients in particular:

- **Service providers:** We work with service providers in Switzerland and abroad who process data on our behalf, under joint responsibility with us or under their own responsibility (e.g. IT providers, banks, insurance companies). This may also include health data.
- **Contractual partners, including parents and persons in childcare:** This refers to our customers (parents and guardians), persons in childcare and other contractual partners for whom the transfer of their data is a result of the contract (e.g. because we have concluded a childcare contract). This may also include health data. In principle, the recipients process the data under their own responsibility.
- **Authorities:** We can pass on personal data to offices, courts and other authorities (e.g. KESB, municipalities, supervisory authorities) if we are legally obliged or entitled to do so or if this appears necessary to protect our interests. This may also include health data. If you apply for a job with us, we are obliged in particular to disclose your personal details to the relevant supervisory authority so that they can check your reputation (in particular an extract from your criminal record). The recipients process the data under their own responsibility.
- **Other persons:** This refers to other cases where the inclusion of third parties results from the purposes listed in chapter 5. Other recipients are, for example, third parties involved in agency relationships (e.g. your lawyer or other persons

designated by you) or persons involved in official or legal proceedings. In the context of corporate development, we can sell or acquire businesses, operational divisions, assets or companies, or enter into partnerships, all of which may involve disclosing data (including data about you, for example as a parent, person in childcare, supplier or their representative) to the persons engaged in these transactions. In the course of communication with our competitors, industry organisations, associations and other bodies, data can also be exchanged which may relate to you.

All these categories of recipients may in turn involve third parties, so that your data may also become accessible to them. We can restrict processing by certain third parties (e.g. IT providers), but not by other third parties (e.g. authorities, banks, etc.).

7. Is your personal data transferred abroad?

We process and store personal data mainly in Switzerland and the European Economic Area (EEA).

8. How long do we process your data?

We process your data for the length of time required by our processing purposes, the legally stipulated retention periods, and our legitimate interests in processing your data for documentation and evidence purposes; or as is technically necessary for storage (e.g. in the case of backups or document management systems). If no legal or contractual obligations or technical reasons prevent us, we will delete or anonymise your data after the storage or processing period has expired as part of our standard processes.

9. What are your rights?

You have certain rights in relation to our data processing. In accordance with the prevailing law, you can, in particular, request information about the processing of your personal data, have incorrect personal data corrected, demand the deletion of personal data, object to the processing of data, demand that certain personal data be released in a standard electronic format or transferred to other data controllers, or revoke your consent, insofar as our processing is based on your consent.

If you wish to exercise these rights, please contact us. You'll find our contact details on our website. In order to be able to rule out any misuse, we are obliged to identify you (e.g. with a copy of your ID, if necessary).

Please note that these rights are subject to conditions, exceptions and restrictions (e.g. for the protection of third parties or business confidentiality). We reserve the right to black out copies for reasons of data protection or confidentiality or to supply only excerpts.

10. How do we process data stemming from our website and other digital services?

When our website is used (including newsletters and other digital offerings), data is generated that is stored in logs (especially technical data). In addition, we can use cookies and similar technologies (e.g. pixel tags or fingerprints) to recognise website visitors, record their behaviour and identify preferences. A cookie is a small file that is transmitted between the server and your system and enables the recognition of a specific device or browser.

You can set your browser to automatically reject, accept or delete cookies. You can also disable or delete cookies on a case-by-case basis. You can find out how to manage cookies in your browser in your browser's help menu.

As a rule, the technical data and cookies we collect do not contain any personal data. However, personal data that we or third-party providers commissioned by us store about you (e.g., if you have a user account with us or these providers) may be linked to the technical data or to the information stored in and obtained from cookies and thus possibly to your person.

11. How do we process data on our social networking pages?

We can operate pages and other online presences on social networks and other platforms operated by third parties and process data about you in this context. To do this, we receive data from you (e.g. when you communicate with us or comment on our content) and from the platforms (e.g. statistics). The platform providers can analyse your usage and process this data together with other data they obtain about you. They process this data also for their own purposes (e.g., marketing and market research purposes or to manage their platforms), and act as their own data controllers for this purpose. For further information on processing by the platform operators, please refer to the respective platform's data protection notices.



We are entitled, but not obliged, to check content before or after it is published on our online presences, delete content without notice and, if necessary, report it to the relevant platform's provider.

12. Can this privacy policy be amended?

This privacy policy does not form part of any contract with you. We may amend this privacy policy at any time. The version published on this website is the current edition.