

# PRIVACY POLICY

## AIMS International Switzerland Privacy Notice about the processing of personal data

### GDPR Compliance

AIMS International Switzerland takes the privacy of clients and candidates seriously. As an executive recruitment company we want to explain how we process personal data in this website and, in general, when you apply directly for a job in each country we promote our services.

Please, take into account that this website does not post any job offer and do not collect any personal data aimed at this purpose.

This page describes how we manage our website and the processing of personal data – also in pursuance of Art. 12 GDPR – of users that visit us. The information provided only applies to our website and not to any websites that may be visited by a user via external links.

### Data Controller

Visiting this site may result into the processing of data related to identified or identifiable persons.

*AIMS International Switzerland, Chemin de la Fenettaz 10, 1722 Bourguillon, Switzerland, [info@aims.ch](mailto:info@aims.ch), is the Data Controller.*

### Type of Data Processed

#### *Data voluntarily provided by the user*

The optional, explicit and voluntary sending of personal data by filling the available contact form under “Contact” area, implies the following collection of the sender’s email address, necessary to reply to possible requests, as well as name and surname which have to be included in the message.

#### *Navigation data*

The IT systems and the software procedures for the operation of this website, while being normally used, collect some personal data whose transmission is implicit while using the Internet communication protocols. The above information is not collected to be associated to any identified persons; yet, its same nature could make it possible to identify users, by means of special processing and associations with other data. The IP addresses or the domain names through which the users connect to the website, the URI (Uniform Resource Identifier) addresses of the resources requested, the time of request, the procedures used to submit the request to server, the file size of the reply, the numeric code indicating the status of the server’s reply

(successfully delivered, error and so on) and other parameters relating to the user's operating system or IT environment, fall within this category of data.

### **If you contact us directly: purpose of processing**

If you contact one of the head-office Consultants through the form and request they contact you, you are giving your consent to the Data Controller for processing your email and the other data. The purpose of this processing is finalized to have a direct communication with you about professional opportunities. Furthermore, you are giving your consent for disclosing your personal data to our local country partners, when applicable ("purpose limitation").

### **Cookies**

No personal data of users is intentionally acquired by the website. Neither cookies nor the so-called persistent cookies of any kind or any users' tracking systems will be used for the transmission of personal information. The use of the so-called session cookies (that are only temporarily recorded on the user's computer and that are deleted as soon as the browser is closed) is strictly limited to the transmission of session IDs (made up of random numbers generated by the server) necessary to perform a safe and efficient exploration of the site. The so-called session cookies used in this site avoid any recourse to other IT techniques that are potentially prejudicial to the privacy of the users' navigation and do not allow the collection of personal data which may identify users.

No personal data concerning users is acquired by the website in this regard.

No cookies are used to transmit personal information, nor are so-called persistent cookies or user tracking systems implemented.

This website does not use third parties or advertising cookies.

### **Place Where Data is processed**

The processing operations related to the web-based services that are made available via this website are carried out at the aforementioned office of the Data Controller exclusively by technical staff in charge of said processing, or else by persons tasked with such maintenance activities as may be necessary from time to time. No data resulting from web-based services is disseminated.

### **Processing Arrangements and retention period**

Pursuant articles 28 and 29 of the GDPR, personal data is processed automatically and manually for no longer than is necessary to achieve the purposes for which it has been collected (art.5 (1 e)).

Specific security measures are implemented to prevent the data from being lost, used unlawfully and/or inappropriately, and accessed without authorisation.

### **Data Subjects' Rights**

Data subjects are entitled at any time to obtain confirmation of the existence of personal data regarding them and be informed of their contents and origin, verify their accuracy, or else request that such data be supplemented, updated or rectified, or ask for data portability (GDPR articles 15 to 22). The above articles also provide for the right to request erasure, anonymisation or blocking of any data that is processed in breach of the law as well as to object in all cases, on legitimate grounds, to processing of the data.

All requests should be emailed to [info@aims.ch](mailto:info@aims.ch)