



SWISS INSTITUTE OF MANAGEMENT AND SCIENCES

Stimulating . Inspiring . Multicultural . Sustainable

PRIVACY POLICY

SWISS INSTITUTE OF MANAGEMENT AND SCIENCES

Document Control

Version	Reviewed Date	Approved by	Amendment
V1.0	Nov 1, 2022	Prof. Dr Mensur Zeqiri	N/A

MARKETING AND COMMUNICATIONS DEPARTMENT
Industriestrasse 24, 6300 Zug, Switzerland



TABLE OF CONTENTS

1.	DATA PROTECTION AT A GLANCE	1
1.1.	General information	1
1.2.	Collection of data on our website.....	1
1.3.	Analysis tools and third-party tools.....	1
2.	GENERAL AND MANDATORY INFORMATION.....	2
2.1.	Data protection	2
2.2.	Information on the responsible entity	2
2.3.	Withdrawal of your consent to process data.....	2
2.4.	Right to lodge an appeal with the competent supervisory authority.....	2
2.5.	Right to data portability	3
2.6.	SSL or TLS encryption	3
2.7.	Information, blocking, deletion.....	3
2.8.	Objection to e-mail advertising	3
3.	COLLECTION OF DATA ON OUR WEBSITE	4
3.1.	Cookies	4
3.2.	Server log files.....	4





1. DATA PROTECTION AT A GLANCE

1.1. General information

The following information provides a concise overview of what happens to your personal data when you visit our website. Personal data is deemed to be any data that enables you to be personally identified. Detailed information on data protection is available in our Privacy Policy at the end of this document.

1.2. Collection of data on our website

1. Who is responsible for the data collection on our website?

Data processing on this website is carried out by the website operator.

2. How do we collect your data?

On the one hand, data on your person is collected when you provide it to us. This may be, for example, when you enter data in a contact form.

Other data is collected automatically by our IT systems when you visit the website. This is primarily technical data (e.g. Internet browser, operating system or time of a page request). The collection of such data is automatic as soon as you access our website.

3. What do we use your data for?

Some of this data is collected to enable the website to function correctly. Other data can be used to analyse your browsing behaviour.

4. What rights do you have regarding your data?

You shall have the right to obtain free-of-charge information on the origin and the recipients of personal data stored on you and the purpose of said data at any time. You also have a right to request the rectification, blocking or deletion of such data. You can obtain further details on this and other questions on data protection by contacting us at the address set out in the legal notice. Furthermore, you shall have the right to lodge an appeal with the competent supervisory authority.

1.3. Analysis tools and third-party tools

When you visit our website, your browsing behaviour can be statistically evaluated. This mainly happens with cookies and analysis programmes. Analysis of your browsing behaviour is generally anonymous. Your browsing behaviour cannot be traced back to you personally. You can object to such analysis or prevent it from happening by not using certain tools. Detailed information in this regard is available in the following Privacy Policy.

You can object to such analysis. Information on how to object is available in the Privacy Policy.



2. GENERAL AND MANDATORY INFORMATION

2.1. Data protection

The operators of this website take the protection of your personal data very seriously. We process your personal data confidentially and in compliance with statutory data protection regulations and with this Privacy Policy.

Various pieces of personal data are collected when you use this website. Personal data is deemed to be any data that enables you to be personally identified. This Privacy Policy sets out what data we collect and what we use it for. It also explains how and why this takes place.

Please note that data transmission over the Internet (for example, when communicating by e-mail) may not be completely secure. Complete protection of data from access by third parties is not possible.

2.2. Information on the responsible entity

The entity responsible for data processing on this website is:

- Swiss Institute of Management and Sciences
Industriestrassee 24, 6300 Zug, Switzerland
+41 76 396 6493

The responsible entity is the natural or legal person who, alone or together with others, decides on the purposes for and means of processing personal data (such as names, e-mail addresses, etc.).

2.3. Withdrawal of your consent to process data

Many data processing procedures are only possible with your express consent. You may revoke any consent that you have previously given at any time. All that is required is a simple e-mail addressed to us. The legality of any data processing carried out before the withdrawal of permission shall not be affected by this.

2.4. Right to lodge an appeal with the competent supervisory authority

In the event of non-compliance with data protection legislation, you shall have a right to lodge an appeal with the competent supervisory authority. The supervisory authority responsible for data protection matters is the Federal Data Protection and Information Commissioner.





2.5. Right to data portability

You shall have the right to have transferred to you or to a third party, in a standard, machine-readable format, any information that we automatically process based on your consent or in the performance of a contract. If you insist on the direct transfer of data to another controller, this shall only be done to the extent that is technically feasible.

2.6. SSL or TLS encryption

This site uses SSL or TLS encryption for security reasons and to protect the transmission of confidential content, such as orders or enquiries that you send to us as the site operator. You can recognise that a connection is encrypted by the change from “http://” to “https://” in your browser address line and the appearance of the lock symbol in your browser line.

When SSL or TLS encryption is triggered, the data that you transfer to us cannot be read by a third party.

2.7. Information, blocking, deletion

You shall have the right to free-of-charge information on your stored personal data, its origin and recipients and the purpose of such data processing and, if necessary, a right to rectification, blocking or deletion of that data. You can obtain further details on this and other questions on data protection by contacting us at the address set out on the contact page.

2.8. Objection to e-mail advertising

The use of the contact information published in the context of website legal notice requirements for sending unsolicited advertising and information material is hereby rejected. The website operators expressly reserve the right to take legal action in the event that unsolicited advertising information is sent out, such as through e-mail spamming.





3. COLLECTION OF DATA ON OUR WEBSITE

3.1. Cookies

In certain circumstances, these web pages use Cookies. Cookies do not harm your computer and do not contain viruses. Cookies make our offer more user-friendly, effective and secure. Cookies are small text files that are stored on your computer and saved by your browser.

Most of the cookies that we use are "session cookies". They are automatically deleted at the end of your visit. Other cookies stay on your device until you delete them. These cookies enable us to recognise your browser the next time that you visit our website.

You can set your browser to let you know when cookies are installed and only allow cookies in individual cases. You can prevent the acceptance of cookies for certain cases or, as a general rule, and enable the automatic deletion of cookies when closing the browser. If you disable cookies, this may restrict some functions of this website.

Cookies that are necessary to operate the electronic communication process or provide certain functions that you have chosen (e.g. shopping cart) are stored. Insofar as other cookies (such as cookies for analysing your browser behaviour) are stored, these shall be treated separately in this Privacy Policy.

3.2. Server log files

The provider of this website automatically collects and stores the following information in server log files, which your browser automatically transfers to us:

- Type and version of the web browser used
- Operating system used
- Referrer URL (= page previously visited)
- Host name of the accessing computer
- Date and time of the server request
- IP address
- Name of the requested page/file
- Amount of data transferred

The provider uses the protocol data exclusively for statistical analysis for the provision, security and improvement of the services that it offers. However, the provider reserves the right to subsequently review the log data if, on the basis of concrete evidence, a legitimate suspicion of unlawful use exists.

This data shall not be merged with other data sources.

