

Privacy Policy, 2024

1. General information

The protection of personal data is an important concern for us and active-consulting GmbH is committed to handling personal data in a transparent and customer-friendly manner. This Privacy Policy provides you with an overview of how active-consulting GmbH handles such personal data. At the same time, it informs you of your rights under the Swiss Data Protection Act.

"Personal data" means any information relating to an identified or identifiable person. This includes, in particular, contact and master data, such as names, telephone numbers, postal addresses and email addresses. "Processing of personal data" includes any handling of personal data, including but not limited to the procurement, storage, use, modification, disclosure or deletion of such personal data.

2. Origin of personal data

Active-consulting GmbH processes personal data that the applicants have disclosed themselves as part of the application process (e.g. contact or person-related master data, curriculum vitae, diplomas, job references) or which is publicly available (e.g. Internet, Social-Media-Platforms).

3. Purpose of processing

Personal data of applicants will be processed exclusively in connection with the application and for the purpose of filling a position with the respective client. With the submission of the application documents, the candidates accept that the documents may be forwarded to the respective client in connection with the application.

4. Data security

Active-Consulting GmbH processes as little personal data as necessary and protects it against loss and misuse (e.g. against access, alteration or disclosure by unauthorised persons). The technical and organisational measures for data security are appropriate, meet stringent requirements and are continuously adjusted to take account of specific hazards. The level of protection is state of the art and corresponds to the type and extent of the processing.

5. Recipients of personal data

Active-Consulting GmbH comply with the confidentiality obligations laid down in data protection law and any other regulations. These duties apply to all employees and any persons working on its behalf in the context of outsourcing tasks. Within active-consulting GmbH and the client, personal data can only be accessed by those who require it for the processing purpose (e.g. Human Resources, potential superiors). Under no circumstances will personal data be sold to third parties for marketing or other purposes.

6. Disclosure of personal data abroad

The recipients of personal data mentioned in section 5 may be located in Switzerland or abroad. Personal data may therefore be processed anywhere in the world.

In the case of the disclosure of personal data abroad, active-consulting GmbH warrants that the country in question offers adequate data protection or that adequate data protection is contractually guaranteed with the recipient, unless a disclosure abroad is made in an individual case on the basis of a statutory exception (e.g. for the defence or enforcement of legal claims in proceedings and litigation).

7. Retention period

If a position is filled, the personal data will be further processed in this context and retained for a maximum of 7 months after workstart. Personal data of unsuccessful applicants will be deleted after the position has been filled.

8. Rights

You can request information about your personal data processed by us, and in particular, you have the right to object to the processing of your personal data or to request the deletion of your personal data.

However, these rights do not apply without restriction: In particular, statutory or regulatory obligations (e.g. in order to comply with duties to provide access and disclose information) or the safeguarding of legitimate interests (e.g. to defend or enforce legal claims in proceedings and litigation before or by authorities and courts) may make further processing of your personal data necessary in individual cases.

In order for active-consulting GmbH to be able to comply with your request for access, you must generally submit your request in writing to active-consulting GmbH along with a copy of a valid official photographic identification (e.g. passport, identity card or driving licence). If the processing of your personal data is based on your consent, you can withdraw this consent at any time. However, any such withdrawal of consent will only apply prospectively: any data processed before then will not be affected by the withdrawal of consent.

9. Version and Change of this privacy policy

We may change or modify this privacy policy at any time. The version publishes at <https://active-consulting.biz/legal/> is the currently valid version.