

Privacy Policy

FONDATION SUISA respects your privacy

We take the protection of your personal data seriously. This Privacy Policy explains

- which of your data we process
- the purpose for which we process this data
- your rights as data subjects.

We only collect, store or process personal data if you have consented to us doing so or if permitted or required under the applicable provisions of Swiss and European law.

What is personal data?

Personal data is any information that relates to an identified or identifiable person (e.g. name, telephone number, address or email address). Pieces of information that cannot be used to identify you (e.g. anonymised statistics) are therefore not considered to be personal data.

Which personal data do we process?

We only process personal data that is related to our relationship with you and that is relevant and necessary for the purposes for which it is processed. This includes in particular your contact details, such as name, telephone number, address or email address, and other information related to funding applications, cooperation or the use of our online services. We do not collect particularly sensitive personal data as a matter of principle.

In which cases do we process personal data?

We generally collect personal data in the following cases: When you submit a funding application to our foundation; when you visit our website or use other online services; when you communicate with us directly; when you register for our newsletter or our events; when you take part in a survey; or when you provide us with your personal data for other reasons.

For which purposes do we process personal data?

We process your personal data exclusively for the clearly identifiable purposes specified by us when collecting your data. These purposes include, in particular:

- reviewing, assessing and responding to funding applications
- communicating with applicants
- promoting musicians
- providing information about funding opportunities and cases of funding already granted
- evaluating projects and other activities
- collecting statistical information related to the use of our funding opportunities and website
- meeting our legal transparency and archiving obligations.

We only process your personal data for purposes not listed here if you have consented to us doing so or if there is another legal basis authorising or obliging us to do so.

Do we pass on your personal data?

In principle, we only pass on your personal data to third parties if we are legally entitled to do so or if you have consented to us doing this. This is the case, for example, if we work together with service providers (e.g. in the areas of graphic design, translation or IT) or partners, such as other funding institutions or external commission members. Such third persons are contractually obliged to comply with the same data protection standards and may only pass on personal data to others after obtaining our prior approval. If data is transferred abroad, we ensure that we comply with the relevant statutory provisions (ensuring adequate protection).

How long do we store your personal data?

In principle, we store your data for as long as is necessary in relation to our relationship with you and/or provided there is a legitimate interest in continuing to store it. In all other cases, we delete your personal data with the exception of data we need to continue to store to meet our statutory obligations (e.g. owing to statutory retention periods we are obliged to store documents such as contracts and invoices for a ten-year period).

Which data do we process when you use our website?

In principle, you can visit our website without having to provide personal details. When you visit our website, our server temporarily stores information about each access in a server log file. The following technical data is collected during this process, which we store until it is automatically deleted after no more than 12 months:

- Your computer's IP address
- The date and time of access
- The website you were visiting before you accessed our website, if applicable with the search word used
- The name and URL of the webpage you are accessing
- Any search queries performed
- Your computer's operating system (provided by the user agent)
- The browser you are using (provided by the user agent)
- The type of device if accessed via mobile telephone
- The transfer protocol used

We collect and process this data for the purposes of maintaining system security and stability and analysing errors and performance, as well as for internal statistical purposes. This enables us to improve our online services. Your IP address is also used to preselect the language of the website. Lastly, we use cookies, as well as applications and resources based on the use of cookies, when you visit our website. Further information on this can be found in the next section.

What are cookies and when are they used?

Cookies are small text files which are stored on your computer when you visit our website. If you visit the website again, your browser will send the content of the cookies back to us, enabling us to recognise your end device. By using cookies, we are able to tailor our website to you and make it easier for you to use.

You can disable and delete all cookies from your browser at any time. For further details, please use the help functions on your browser. If you switch to another browser or end device, you will need to disable or delete the cookies again. Please note that disabling cookies may result in you no longer being able to use all of the features of our website.

How are tracking tools used?

We need statistical information about the use of our online services (in particular our website and newsletter) to make these more user-friendly, measure our reach and improve our services. For this purpose, we use website analytics tools, in particular Google Analytics. The usage profiles created by these tools using analytics cookies are not linked to personal data. The tools either do not use the users' IP addresses at all or the IP addresses are shortened immediately after they are collected.

In addition to the aforementioned data (see "Which data do we process when you use our website?"), we receive the following information through these tools:

- The navigation path via which you accessed our website
- The amount of time spent on our website or subpage
- The subpage you were using before you left our website
- The country, region or city from which the website was accessed
- The end device (type, version, colour depth, resolution, width and height of the browser window)
- Whether you are a recurring or new visitor

This information is used to evaluate your use of our website. To disable Google Analytics, you can find the relevant browser add-on at <http://tools.google.com/dlpage/gaoptout?hl=de>. As described in the section above, you can prevent usage profiles from being created altogether by disabling the use of cookies in general.

Links and plug-ins (particularly social media)

Our website contains links and plug-ins to other websites, particularly social networks (e.g. Facebook). Each plug-in displays the logo of the relevant provider. Clicking on links will open the corresponding pages. As these pages are operated by third parties, this Privacy Policy does not apply to them. Please read the privacy policies on these operators' websites for details on the applicable rules in force.

Before you click on any links or plug-ins, your personal data is not passed on to the provider in question. Your visit to the linked page constitutes the basis for the provider in question to process your data. We do not have

any influence over the data processing activities carried out on external websites, nor are we aware of the full extent to which data is collected, the purposes of the processing or the retention periods used. Further, we do not have any information regarding the deletion of data by the plug-in provider.

Newsletter

You can subscribe to our newsletter by entering your contact details in the newsletter section or communicating your consent to us in another way. If you decide at a later point in time that you would no longer like to receive the newsletter, you can terminate your subscription at any time by clicking on the corresponding link in the newsletter footer. Alternatively, you can contact us using the details in the [Contact](#) section below. In both cases, your contact details will be permanently deleted when you unsubscribe.

What are your rights in relation to your personal data?

You have the following rights in relation to your personal data:

- You have the right at any time to request information about any personal data concerning you that is being stored by us, the type of processing and the purposes for which it is being processed.
- You have the right to request that we rectify, supplement, block or erase your personal data as well as the right to request that the scope of the processing be restricted.
- You may withdraw your consent to us processing your data at any time.

Provided that there are no statutory obligations or overriding interests preventing us from doing so, we will implement any changes you request without delay.

You may exercise the aforementioned rights by email. See the [Contact](#) section below.

Data security

We use suitable technical and organisational security measures to protect your stored personal data against manipulation, partial or complete loss and unauthorised third-party access. For this purpose, we work with external experts. We strive to continuously improve our security measures in line with technological developments.

Changes to this Privacy Policy

We reserve the right to change and supplement this Privacy Policy at any time at our complete discretion and in accordance with data protection legislation. Please consult this Privacy Policy regularly for updates.

Contact

For information, or for any other queries regarding your rights in connection with your personal data, please contact:

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