



Personalvermittlung · Interimmanagement · HR Consulting · HR ad interim

Data Protection Policy of Daily HR GmbH

At Daily HR, we consider the protection of personal data processed by us as a matter of key importance! When handling personal information (e.g. collecting, processing and transmitting such data), we act, as for all these processes, in compliance with the statutory provisions. In addition to the Swiss Federal Data Protection Act (FDPA), this also goes for the provisions under the European Union General Data Protection Regulation (EU GDPR), even if the latter is a regulation of the EU. Namely, the EU GDPR inter alia applies in cases where personal data is processed within the context of goods and services that are offered to data subjects concerned as citizens of the European Union.

The following statement provides you with an overview of what kind of data is collected by Daily HR GmbH (hereinafter referred to as "Daily HR"), the way this information is used and transmitted, what kind of security measures we take to protect your data and how you can request and obtain information on the data you provided.

1. Responsible Body and Contact

Responsible body for data processing is:

Daily HR GmbH
Bochslenstraße 22
8634 Hombrechtikon
Phone: +41 55 244 55 15
Fax: +41 78 909 71 36
E-mail: info@dailyhr.com

Data protection officer: Beatrix Kollmann

You may get in touch with us by using the above-mentioned contact details for any questions concerning the protection of data or in case you wish to exercise your rights or assert any claim with respect to your personal data.

Daily HR GmbH · Bochslenstr. 22 · 8634 Hombrechtikon · +41 55 244 55 15 · info@dailyhr.ch · www.dailyhr.net



2. Encryption

For security reasons and in order to protect the transmission of data you convey to us as the operator of this online presence, our website uses SSL respectively TLS encryption. Checking the address bar of your browser will allow you to recognise an encrypted connection if the browser bar begins with "<https://>" and if a lock symbol is displayed there.

If the encryption of data is activated, any third party will not be able to read the information you transfer to us.

3. Collection of Data, Processing and Use of Personal Data

a) Personal Data

"Personal data" means any information relating to an identified or identifiable natural person; according to the EU GDPR, an identifiable natural person is a person who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

b) Automatically Collected Data

When you visit our website www.dailyhr.net, the web server will automatically generate so-called log files, on the basis of our predominantly private interest according to Article 13 (1) FDPA respectively the legitimate interests we pursue according to Article 6 (1) point (f) EU GDPR.

These data comprise information on

- Type and version of your browser,
- Operating system you use,
- Referrer URL (the site you visited before),
- IP address of the requesting computer,
- Access date and time of the server inquiry and
- File request of the client (file name and URL).



This information will be collected for the purpose of statistical evaluation and for security reasons only (e.g. in order to uncover actions of abuse or fraud) and stored for a period of 7 days. Afterwards, the data will be deleted. If for evidence purposes it is necessary to store these data for a longer period, they shall be exempt from deletion until the facts of the relevant occurrence have been finally ascertained.

c) Log-in/Registration

Basically, you can visit the websites of Daily HR without being obliged to indicate any of your personal data.

However, in case you log in or register with intent to make use of our service offers, we will collect, process and use the personal data you provided to us according to Article 13 (2) point (a) FDPA respectively Article 6 (1) point (b) EU GDPR in order to meet contractual obligations and perform our service duties.

For handling and performing this offer, we need and store the following information:

- Your complete name and/or your complete company name, including the names of the authorized representative(s) or contact person,
- Your e-mail address,
- Your mailing address,
- Billing and, if applicable, deviating delivery address and
- Your telephone number.

In case you register as a candidate/interim manager, we additionally store the following data, provided you supply them:

- Information on education and training,
- Former places of work,
- Career aspirations.

You are at any time entitled to retrieve, rectify and delete your registration data. We store the data you transmitted by registering or using the sites of Daily HR GmbH in accordance with statutory provisions. You may at any time request your data to be deleted. We will then proceed to the deletion of any of your data stored with us, exception made for that kind of information,



which we are legally obliged to keep. However, it will then not be possible to use our offer any longer.

d) Use of Contact Form

When you use our contact form, we record your e-mail address and your name on the basis of Article 13 (2) point (a) FDPA respectively Article 6 (1) point (b) EU GDPR with the objective of performing (pre-)contractual obligations or carrying out activities. The personal data, which you put at our disposal by using the contact form, are needed for the exclusive purposes of replying to your request or getting in contact with you and will be used for the technical administration related thereto.

Insofar as you have consented to the storage of your data, you are entitled to withdraw the given consent at any time, with effect for the future. In this case, your personal data will be deleted without any delay.

Your personal data will also be deleted without requiring your revocation once we have treated your request or in case you withdraw the granted consent to storage. This shall also apply if the storage of data is inadmissible for other legal reasons.

e) Contact via E-mail

You may also contact us directly by using our e-mail address info@dailyhr.ch. In this case and based on our legitimate interests according to Article 6 (1) point (f) GDPR or with the objective of performing (pre-)contractual obligations or carrying out activities pursuant to Article 13 (2) point (a) respectively Article 6 (1) point (b) GDPR, we will store your e-mail address and your message. The personal data, which you put at our disposal by using this form of contact, are needed for the exclusive purposes of replying to your request or getting in contact with you and will be used for the technical administration related thereto.

Your personal data will also be deleted without requiring your revocation once we have treated your request or in case you withdraw the granted consent to storage. This shall also apply if the storage of data is inadmissible for other legal reasons.



f) Newsletter

Upon your request, we will send you information by e-mail and on a regular basis on current vacancies and other interesting topics from Daily HR's product and service portfolio. The subscription to this service is voluntary and the procedure applied is the so-called double opt-in. After subscribing, you will receive an e-mail asking you to confirm the newsletter subscription. This step is required to avoid that a third party registers by using a foreign e-mail address. In order to be able to substantiate your subscription and to comply with legal requirements, we will keep records of the time of subscription, time of confirmation and your IP address, on the basis of the predominant or legitimate interests we pursue according to Article 13 (1) FDPA respectively Article 6 (1) point (f) GDPR.

Your e-mail address, which we will store after receiving your subscription, constitutes the sole mandatory entry we require for receiving our newsletter. By subscribing to the newsletter, you grant consent to the processing of the above-mentioned data that are related to sending and receiving of e-mails. (Legal basis is Article 13 (1) FDPA respectively Article 6 (1) point (a) GDPR.

g) Google Maps

Based on our legitimate interests according to Article 13 (1) FDPA respectively Article 6 (1) point (f) EU GDPR, we make use of Google Maps for displaying interactive cards and creating directions to find us. Google Maps is a service performed by Google Inc., 1600 Amphitheatre Parkway, Mountain View, California 94043, United States of America.

When using Google Maps, information concerning the use of this website can be transmitted to Google in the United States of America, including your IP address and the (start) address you enter into the route planner when using this functionality. When you open a website of our Internet presence that contains Google Maps, your browser will set up a direct connection with the Google servers. The map content will be directly transferred from Google to your browser, which integrates the content into the website. We do not have any influence on the volume of data Google collects in that way. In any case, a transmission of the following information takes place: date and time of the relevant website visit, Internet address or URL of the visited website, IP address and (start) address entered when using the route planner. The further processing and use of these data by Google are beyond our scope of influence; therefore we cannot assume any responsibility for that.



If you do not wish Google to collect, process or use data concerning your person through our Internet presence, you may deactivate JavaScript in your browser settings. However, in this case it will be impossible to use the map display.

Any information on the purpose and volume of the collected data, their further processing and use of such data by Google as well as your rights in this respect and the setting options to protect your privacy are to be found in Google's Privacy Policy in the Internet at

<https://policies.google.com/privacy?hl=de>.

Google is certified under the Privacy Shield Agreement and thereby provides a guarantee for acting in compliance with European data protection laws.
(<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI&status=Active>)

4. Transmission of Personal Data to Third Parties and Processors; Hosting

- a) According to Article 13 (2) point (a) FDPA respectively Article 6 (1) point (b) EU GDPR, we will only transmit personal information, e.g. forward the name and address of a candidate to a customer, if this is required to perform and meet contractual obligations or if such information is needed for invoicing purposes or for collecting our fee. In addition, before forwarding data of a candidate to a customer, we will always ask the candidate by e-mail to give his/her preliminary consent thereto and we will also join the concrete job description, the name of the company and so on. Basically, the volume of data transmission is restricted to a minimum. Our contractors may only use the so transmitted information for the exclusive purpose of contractual performance.
- b) Moreover, we proceed to the transmission of data on the basis of your express consent only, if a legal obligation to transmit data exists or on the basis of our legitimate interests (Article 13 (1) FDPA respectively Article 6 (1) points (c) and (f) EU GDPR, e.g. when commissioning contractors, web hosting companies and others.

Our website is hosted by the service provider WIX.com Luxembourg S.a.r.l., 5 Rue Guillaume Kroll, L- 1882, Luxembourg.



The hosting services comprise the provisioning of infrastructure and platform services, computing capacity, storage space and database services, security measures and technical maintenance works. We respectively our hosting provider process inventory data, contact data, content data, contractual data, usage data, meta and communication data of our customers, interested parties and visitors of this online service, based on our legitimate interests in the efficient and safe provision of the present online offer according to Article 13 (1) FDPA respectively Article (6) (1) point (f) EU GDPR. Any processing of such data is carried out on the basis of a so-called contract data processing agreement according to Article 28 EU GDPR.

The Wix.com Data Protection Policy can be found at:

<https://de.wix.com/about/privacy>

- c) Insofar as we process data in a third country (i.e. outside the European Union (EU) or the European Economic Area (EEA)) or in case data are processed by taking advantage of the services of a third party or by disclosing and/or transmitting data to a third party, such processing of data is carried out with the exclusive intention of performing our (pre-)contractual obligations (Article 13 (2) point (b) FDPA respectively Article 6 (1) point (b) EU GDPR), on the basis of your consent, by virtue of a legal commitment or based on our legitimate interests (Article 13 (1) FDPA respectively Article 6 (1) point (f) EU GDPR). Under the proviso of legal or contractual permissions, we only process or have processed data in a third country if the particular requirements set out in Article 6 FDPA respectively Article 44 et seq. EU GDPR are met. For instance, data can be processed on the basis of special guarantees like the officially recognized assessment of the level of data protection corresponding to EU standards (e.g. for the United States of America through the Privacy Shield Agreement) or the respect of officially recognized specific contractual obligations (so-called "standard contractual clauses").

5. Cookies

In order to make the usage of our websites in their entirety more user-friendly and efficient, Daily HR places so-called cookies on the customer's hard disk, either directly by us or by the help of third parties acting on our behalf.

A cookie is a small text file, which inter alia serves to identify information on the usage of a website. These cookies are neither able to run any programs nor can they affect your computer with viruses. They do not contain any personal information, cannot be traced



to specific persons and will automatically be deleted after two years at the latest – if not otherwise specified. Daily HR will not combine these data with other data sources.

You can use our websites even without cookies are placed. In your browser menu, you may deactivate the placement of cookies, limit their use to specific websites or adjust your browser settings in that way that you get notified as soon as a cookie is sent. You may also at any time delete cookies from the hard disk of your computer.

6. Use of Social Plug-ins

On the basis of the predominant respectively legitimate interests we pursue within the meaning of Article 13 (1) FDPA respectively Article 6 (1) point (f) EU GDPR (i.e. interest in analysing, optimizing and managing our online offer in a cost-effective way), we use so-called social plug-ins (“plug-ins”).

a) XING

The XING share button, a plug-in of the social network XING, is integrated into our website. This service is provided by XING SE, Dammtorstraße 30, 20354 Hamburg, Germany.

When you open this website, your computer will, by means of your browser, connect for a short moment to the servers of XING SE (“XING”) that provide the “XING share button” functionalities (in particular the computation/indication of the counter value). XING does not store any personal data from you with respect to your visit of this website. In particular, XING will not store any IP addresses. Nor will analysing the use of cookies in connection with the “XING share button” assess your user behaviour.

You can call up the current information on data protection related to the “XING share button” as well as supplementary information from the following website:

https://www.xing.com/app/share?op=data_protection

The Privacy Policy of XING SE is to be found at:

<https://privacy.xing.com/de/datenschutzerklaerung>



b) LinkedIn

Our website integrates plug-ins of the social network LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland. The LinkedIn logo on our website allows you to identify these LinkedIn plug-ins.

An overview of the LinkedIn plug-ins can be found in the Internet at:

<https://www.linkedin.com/legal/privacy-policy.com/plugins>

When you visit our website, your computer will set up a direct connection between your browser and the LinkedIn server by using this plug-in. LinkedIn will thus receive the information that you accessed our website with your IP address.

We wish to point out that as the owner of these sites we neither obtain knowledge of the content of the transmitted information nor of its usage by LinkedIn.

You will find more information on this topic in LinkedIn's Privacy Policy in the Internet at:

<https://www.linkedin.com/legal/privacy-policy.com/plugins>

7. Your Rights

If you wish information concerning your rights or have other questions with respect to the topic personal data, you may contact us at any time by using the afore-mentioned contact details set out in paragraph 1.

You are entitled to enforce the following rights:



a) Right to Information and Access of Data

You have at any time the right to claim for free information on the personal data we store in our systems concerning your person, the provenience and addressees of your data, the purpose of data processing, the scheduled duration of data storage including the right to claim for a copy of your personal data that are subject to processing (Article 8 FDPA respectively Article 15 EU GDPR).

b) Right to Rectification

Furthermore, you dispose at any time of the right to have inaccurate personal data rectified without undue delay respectively to have incomplete personal data completed (Article 16 EU GDPR).

c) Right to Withdraw your Consent

You have the right to withdraw your consent to processing of your data at any time with effect for the future, and without a reason for withdrawal being required (Article 7 (3) EU GDPR).

d) Right to Deletion

You are entitled to have your personal data deleted without undue delay, if these data are not required any longer for the purposes they have been collected or otherwise processed for, if you withdraw your consent to their lawful processing and no other legal grounds for storing these data exist. In case you object to the processing of your data and no other paramount interests for processing exist, your personal data will equally be deleted. Ultimately, your data will be deleted if their processing is inadmissible for other statutory reasons (Article 17 EU GDPR).

e) Right to Restriction of Processing

You are entitled to have the processing of your personal data restricted, provided you contest the accuracy of your personal data; this shall apply for a period that enables us to verify the accuracy of your data.

A restriction equally comes into effect in case the processing of data is though unlawful, but you decline the deletion of your personal data and claim for a restriction of use instead of data deletion; further in case that we do not need these personal data any longer for the purposes in question, but you require them in order to establish, exercise or defend legal claims; the same shall apply in case you objected to the processing of your data, but it is still unclear if legitimate grounds for a storage of these data with Daily HR exist that override your interests (Article 18 EU GDPR).

f) Right to Data Portability

You have the right to receive the personal data that you provided us with in a structured, commonly used and machine-readable format or to transmit these data to another responsible person, insofar as the processing is consent- based and processing is carried out by automated means (Article 20 EU GDPR).

g) Right to Object

You are entitled to object at any time to the creation of user profiles and the processing of your relevant personal data, provided that processing is based on Article 6 (1) points (e) or (f) EU DGPR. The processing of personal data shall terminate, unless no compelling legitimate grounds override your interests, rights and freedoms. If your personal data is used for direct marketing purposes, you obviously shall have the right to object at any time to the processing of your data for such marketing objectives (Article 21 EU GDPR).

h) Right to Complain

In addition, you have the right to lodge a complaint with a supervisory authority (Article 77 EU GDPR).

8. Deletion of Data

We will delete your personal data without undue delay once these data are not required any longer for the purposes they have been collected or otherwise processed for; the same shall apply if you withdraw your given consent to lawful processing of your data and no other legal grounds for the storage of data exist.



In case these data cannot not deleted because they are needed for other and legally admissible purposes, processing of such data will be restricted. The information will be made unavailable and will not be processed for other purposes. This comprises for instance data that must be archived for reasons of commercial or tax law.