



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.ch](mailto:info@dailyhr.ch)

Data protection officer: Beatrix Kollmann

Data protection representation according to Art. 27 DSGVO in the European Union

*VGS Datenschutzpartner GmbH*

*Am Kaiserkai 69  
20457 Hamburg  
Deutschland  
[info@datenschutzpartner.eu](mailto:info@datenschutzpartner.eu)  
<https://datenschutzpartner.eu/> (optional)*

Daily HR GmbH · Bochslenstr. 22 · 8634 Hombrechtikon · +41 55 244 55 15 · [info@dailyhr.ch](mailto:info@dailyhr.ch) ·  
[www.dailyhr.net](http://www.dailyhr.net)



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.

## 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" (hereinafter also "data") means any information relating to an identified or identifiable natural person; an identifiable natural person is one 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 site [www.dailyhr.net](http://www.dailyhr.net) , [www.dailyhr.ch](http://www.dailyhr.ch) or [www.dailyhrcoaching.com](http://www.dailyhrcoaching.com) , the web server automatically records so-called log files on the basis of our overriding private interest according to or our legitimate interests according to FDPA or 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 FDPA respectively 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:

- Curriculum vitae data such as.
- photo, gender, date of birth, marital status
- education and training data,



- previous places of work,
- information with your professional function and activity
- career aspirations.

You have the right to access, correct and delete your registration data at any time.

#### d) Use of Contact Form

When using our contact form, we collect your email address and name as well as data/information provided by you on the basis of FDPA or EU GDPR for the fulfillment of (pre)contractual obligations or the implementation of measures. This personal data, which you provide to us in the context of this contact request, is only required to respond to your request or contact and is used for the related technical administration.

#### e) Contact via email

You can also contact us directly via our email address [info@dailyhr.ch](mailto:info@dailyhr.ch). In this case, we store your email address and your letter on the basis of our legitimate interests according to FDPA or EU GDPR or for the fulfillment of (pre)contractual obligations or the implementation of measures according to FDPA or EU GDPR. This personal data, which you provide to us in the context of this contact, is only required to respond to your inquiry or contact and is used for the related technical administration.

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

- a) A transfer of your personal data takes place primarily FDPA or EU GDPR, i.e. if it is necessary for the processing and fulfillment of contractual obligations. Beyond that, we only pass on data on the basis of your express consent, if a legal obligation provides for this or on the basis of our legitimate interests (Art. 31 para. 1 FDPA or Art. 6 para.



1 lit. c) and f) EU GDPR, e.g. when using agents, web hosts, etc.). In particular, this involves the following categories of recipients:

- Transmission of the name and address of a candidate to a client,
- Service providers and processors (e.g. payment service providers or IT providers),
- accountants, auditors, lawyers and other external consultants of ours,
- Legal and regulatory authorities, upon request or for the purpose of reporting an actual or suspected violation of applicable laws or regulations,
- domestic and foreign government agencies, courts or other parties to potential or ongoing legal or collection proceedings,
- any relevant party for the purpose of preventing, investigating, detecting or prosecuting criminal offenses or enforcing criminal penalties, including the prevention of threats to public safety.

b) In addition, before we forward a candidate's data to a customer, the candidate is always asked for his or her consent in advance by e-mail, enclosing the specific job description and the company name, etc. The candidate's consent is then sent to the customer. The scope of the data transfer is always limited to the minimum. Our contractual partners may use the data thus transmitted solely for the purpose of fulfilling the order.

c) 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 FDPA respectively EU GDPR. Any processing of such data is carried out on the basis of a so-called contract data processing agreement according to EU GDPR.

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

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



d) 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 (FDPA respectively EU GDPR), on the basis of your consent, by virtue of a legal commitment or based on our legitimate interests ( FDPA respectively 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.

### e) Use of Social Plug-ins

On the basis of the predominant respectively legitimate interests we pursue within the meaning of FDPA respectively 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](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#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>

#### f) 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 (FDPA respectively 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 (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 GDPR. Under EU law, however, this only applies if the processing is based on Art. 6 (1) e) or f) EU GDPR (Art. 21 EU GDPR). 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

You also have the right to complain to a supervisory authority (FDPA or EU GDPR). The competent data protection authority in Switzerland is the Federal Data Protection and Information Commissioner: <http://www.edoeb.admin.ch>. A list of authorities in the EEA can be found here: [https://edpb.europa.eu/about-edpb/board/members\\_en](https://edpb.europa.eu/about-edpb/board/members_en)

#### 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.

#### 9.) Modification of this privacy policy

We may modify or update this Privacy Policy at any time without notice. The current version published on our website will apply. Insofar as the data protection declaration is part of an agreement with you, we will inform you of the change by e-mail or other suitable means in the event of an update.

Version August 2023

Daily HR GmbH · Bochslenstr. 22 · 8634 Hombrechtikon · +41 55 244 55 15 · [info@dailyhr.ch](mailto:info@dailyhr.ch) · [www.dailyhr.net](http://www.dailyhr.net)

DAILY HR GMBH

PERSONNEL SERVICES



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