

Terms and Conditions (T&Cs) and

Privacy Policy of the Zurich Society for Personnel Management (“ZGP”, “Society”)

General Terms and Conditions (GTC)

Art. 1 – Scope

These General Terms and Conditions (GTC) govern the legal relationships between the members of the ZGP and the clients of the ZGP. The German version has been formally enacted, and this English version is provided for convenience only. In case of any discrepancies, the German version shall prevail.

Art. 2 – Admission/Membership/Resignation/Exclusion

The Statutes apply to admission and membership of the Society, as well as to its termination and expulsion.

3 Events

Art. 3.1 – Registration

Registration is carried out using the registration form for the relevant ZGP event. Registrations are processed in first come first serve order of receipt. Registration is binding and, where the event is subject to a fee for the participant, obliges the participant to pay the costs set forth in the registration form.

Art. 3.2 – Cancellation

Cancellation of an event is possible free of charge up to four weeks before the event date. For cancellations made between four and two weeks before the start of the event, 50% of the event costs must be paid. In the event of a later cancellation or non-attendance (including non-attendance due to illness), the full costs are due. However, a replacement participant will be accepted at no additional cost. Cancellations and notifications of replacement participants can be made by email to tozgp@zgp.ch.

Art. 3.3 – Execution of the event

If the number of participants is low, ZGP reserves the right to postpone or cancel the event, or if appropriate, to conduct the event in a shortened format or with a reduced number of speakers.

Art. 3.4 – Photographs and list of participants

For the purpose of reporting on events organised by ZGP and for the design of the website, photographs of event participants may be taken. If you do not consent to the publication of any photographs taken from you, please contact Ms Sara López García in advance at sara.lopez@zgp.ch.

To promote networking among event participants, participant lists are available at the events organised by the ZGP, which lists the names of the participants, and their employers. If you do not consent to the publication of your details on the participant list, please contact Ms Sara López García in advance at sara.lopez@zgp.ch.

Art. 3.5 – Prices and payment terms

The prices quoted for the respective events include VAT. Invoices are issued in Swiss francs. The participation fees must be settled within 30 days of receipt of the invoice, but no later than the day of the event.

Art. 4 – Disclaimer

The information provided on the ZGP website and on social media platforms is for information

purposes only. This information does not constitute any advice and/or a service. The information is compiled to the best of our knowledge. The ZGP accepts no responsibility for any errors or omissions or for the consequences of using this information.

Furthermore, the Society does not guarantee that the data (information, software, documents or other data) is free from viruses or other harmful components. The ZGP shall not be liable for any direct or indirect damage arising from the use of the website or from accessing other websites via the usage of links. Please note that the ZGP is not affiliated with the providers of the linked websites and accepts no responsibility for the content of these websites.

Art. 5 – Amendments to the Terms and Conditions

ZGP reserves the right to amend the Terms and Conditions at any time.

Art. 6 Applicable law

Swiss law applies. The place of jurisdiction is Zurich.

Privacy Policy of the Zurich Society for Personnel Management

Art. 1 – Scope and Data Controller

This privacy policy provides information on how and for what purposes the ZGP (hereinafter “we” or “ZGP”) processes your personal data (hereinafter “you”), which you provide to us or which we collect from you. This privacy policy is not exhaustive; other privacy policies, general terms and conditions and similar documents may govern further specific matters relating to data protection. “Personal data” refers to all details and information relating to an identified or identifiable natural person.

The name and address of the data controller are as follows:

ZGP Zurich Society for Human Resource Management
Löwenstrasse 2
CH-8001 Zurich

Email: zgp@zgp.ch, Telephone: +41 44 211 95 44

If you have any questions regarding data protection, please contact us at the addresses above.

The German version has been formally enacted, and this English version is provided for convenience only. In case of any discrepancies, the German version shall prevail.

Art. 2 – Data origin and data categories

We generally only process personal data that we receive or collect from our members, event participants, prospective clients and website visitors within the scope of our business activities. Where permitted, we also obtain certain data from publicly available sources (e.g. debt collection registers, land registers, commercial registers, the press, the internet) or receive such data from other companies, public authorities or other third parties. If you provide us with personal data relating to other individuals (e.g. family members, colleagues, etc.), we ask you to ensure that these individuals are aware of this privacy policy and to only provide us with their personal data if you have been authorised to do so and if the relevant personal data is accurate.

The personal data or categories of personal data we process include, depending on the case, in particular personal details and contact details (e.g. name, address, gender, date of birth,

occupation/education, employer, academic title, role, telephone number and email address); Contractual data which we receive or collect in connection with the initiation, conclusion and performance of contracts with you (e.g. services you have requested or enquired about, as well as associated behavioural and transaction data, and financial data for payment purposes such as bank account details); Communication data (e.g. name and contact details such as postal address, email address and telephone number, content of emails, written correspondence, social media posts, comments on websites, telephone calls, video conferences, proof of identity, metadata); Preference and marketing data (e.g. data regarding the use of our website or other digital offerings, data relating to the marketing of products, events, course programmes and services, such as newsletter subscriptions/cancellations or opt-outs, documents received and specific activities, personal preferences and interests); Image and audio recordings (e.g. photos, videos and audio recordings of member events and functions, recordings from video surveillance systems, photos, videos and audio recordings of courses, presentations and training sessions, as well as recordings of telephone and video conference calls) and technical data (e.g. IP address).

3 Purposes of processing and legal bases

Art. 3.1 – General processing in the course of our business activities

We process your personal data primarily for those processing purposes that are necessary in connection with our business activities and the provision of our services. In doing so, we process your personal data in particular for the following purposes:

- to communicate with you, in particular to provide you with information or to deal with your enquiries, to authenticate and identify you, and for customer service and customer care;
- for contract processing, specifically in connection with the initiation, conclusion and fulfilment of contractual relationships. This includes all data processing that is necessary or appropriate for concluding, performing and, where applicable, enforcing a contract, such as processing to decide whether and how (e.g. with which payment options) we enter into a contract with you (including credit checks), to provide contractually agreed services, e.g. providing services and functions (including personalised service components), to invoice for our services and generally for bookkeeping, processing applications (e.g. managing and evaluating applications, conducting interviews including the creation of personality profiles, obtaining references), to enforce legal claims arising from contracts (debt collection, legal proceedings, etc.);
- to make our products, events, course programmes, services and digital offerings (e.g. website) available to you, and to evaluate and improve them, including market research, quality assurance and staff training;
- to promote networking among event participants; for this purpose, participant lists are available at events organised by the ZGP, which list the names of the participants and their employers;
- for member relations and marketing purposes, e.g. to send you written and electronic communications and offers, and to carry out marketing campaigns. These may relate to our own offers or to offers from our cooperation partners. In doing so, we may also process your personal data, in part automatically, with the aim of evaluating certain personal aspects (profiling) or to create a shortlist in response to your enquiry regarding a service, an event or course programmes. In particular, we may use profiling to provide you with targeted information about services, events and course programmes;

- in connection with bookkeeping, data archiving and the management of our archives;
- when selling receivables, e.g. when we provide the purchaser with information on the basis and amount of the claim and, where applicable, the debtor's creditworthiness and behaviour;
- for security measures, specifically for IT and building security (such as access controls, visitor lists, preventing, defending against and investigating cyberattacks and malware attacks, network and email scanners, video surveillance, telephone recordings), as well as for the prevention and investigation of criminal offences and other misconduct, or the conduct of internal investigations, protection against misuse, evidential purposes, data analysis for fraud prevention, and the evaluation of system-generated records of the use of our systems (log data);
- in connection with corporate transactions or other corporate law matters (e.g. due diligence, sale of the company, maintenance of share registers, etc.);
- to assert legal claims and defend against legal disputes and regulatory proceedings at home and abroad, including the assessment of litigation prospects and other legal, economic and other issues
- to comply with our legal, regulatory (including self-regulation and industry standards) and internal requirements and rules in Switzerland and abroad, including compliance with orders from a court or authority, as well as checks on business partners.

We process your personal data for the purposes set out above, depending on the situation, in particular on the following legal bases:

- the processing of personal data is necessary for the performance of a contract with you or for pre-contractual measures;
- you have given your consent to the processing of your personal data;
- the processing of personal data is necessary for compliance with a legal obligation;
- processing is necessary to protect the vital interests of the data subject or another natural person; or
- we have a legitimate interest in processing the personal data, whereby our legitimate interests may include, in particular, the following interests – interest in: providing good support to members/event participants, maintaining contact and communicating with members/event participants even outside the scope of a contract; in advertising and marketing activities; improving and developing new products, events, course programmes and services; combating fraud and preventing and investigating offences; protecting members/event participants and other individuals, as well as our data, trade secrets and assets; ensuring appropriate security (both physical and digital); to ensure and organise business operations, including the operation and further development of websites and other systems; for corporate management and development; for the sale or purchase of companies, parts of companies and other assets; to enforce or defend legal claims; to comply with Swiss and foreign law as well as other rules applicable to us.

Art. 3.2 – When visiting our website

Our website collects a range of user information each time it is accessed, which is stored in the server's log files. The information collected includes, amongst other things, the IP address, the date

and time of access, the time zone difference from GMT, the name and URL of the file accessed, the website from which access is made, the browser used and the operating system used. The collection of this information and data is technically necessary to display our website to you and to ensure its stability and security. This information is also collected to improve the website and analyse its usage.

Art. 3.3 – Email, telephone calls and video conferences

You can contact us via the email addresses and telephone numbers provided. The personal data you provide to us will be stored by us and processed to deal with your enquiry.

If you contact us by email, you authorise us to reply to you via the same channel. Please note that unencrypted emails are transmitted over the open internet, which means it cannot be ruled out that they may be viewed, accessed or manipulated by third parties. We exclude – to the extent permitted by law – any liability arising in particular as a result of faulty transmission, falsification of content or network disruption (interruptions, overload, unlawful interference, blocking).

Telephone and video conference calls with us may be recorded; we will inform you of this at the start of each call. If you do not wish us to record such calls, you may terminate the call at any time and contact us by other means (e.g. by email)

Art. 3.4 – Cookies

Our website may use so-called cookies. Cookies are text files that are stored in the web browser or by the web browser on the user's computer system or mobile device. The cookie contains a distinctive string of characters that enables to uniquely identify the browser or mobile device when the website is visited again.

The purpose of using cookies is to enable and simplify your use of our website. Some functions of our website cannot be provided without the use of cookies (so-called technically necessary cookies). Therefore, these cookies cannot be disabled in our systems. They generally record important actions, such as the number of requests made, the editing of your privacy settings or the completion of forms. Although you can block these cookies in your browser, some parts of our website may then no longer function.

Art. 3.5 – News(letter)

If you subscribe to our newsletter, we use your email address and other contact details to send you our newsletter. By subscribing to our newsletter, you consent to the associated processing of your personal data. The mandatory information required for sending the newsletter is your name, your email address and your preferred language, which we store after you have subscribed. The legal basis for the processing of your data in connection with our newsletter is your consent to the sending of the newsletter. You may withdraw this consent at any time and unsubscribe from our newsletter. You may withdraw your consent by emailing zgp@zgp.ch or by sending a message to our postal address above.

Art. 3.6 – Social media plug-ins

We may use the social media plug-ins listed in the table below on our website. We use the so-called 'two-click' solution, whereby, when you visit our website, no personal data is initially passed on to the plug-in providers. Only when you click on the highlighted plug-in field and thereby activate it does the plug-in provider receive the information that you have visited our website. In addition, the data specified in section 3.2 of this privacy policy is transmitted.

We have no influence over the data collected or the data processing operations carried out by the plug-in providers. These are subject to the respective privacy policies of the third-party providers.

Further information on the purpose and scope of data collection and its processing by the plug-in provider can be found in the privacy policies of these providers, as set out below.

Plug-in providers and privacy policies:

Twitter X Corp.: <https://twitter.com/de/privacy>

LinkedIn Ireland Unlimited Company: <https://de.linkedin.com/legal/privacy-policy>

Xing New Work SE: <https://privacy.xing.com/de/datenschutzerklaerung>

Art. 3.7 – Job applications

You may submit your application for a position with us by post or email. Your application documents and all personal data disclosed to us in this context will be treated as strictly confidential, will not be disclosed to any third party, and will be processed solely for the purpose of processing your application for a position with us. Unless you consent otherwise, your application file will be either returned to you or deleted/destroyed upon completion of the application process, provided it is not subject to a statutory retention obligation.

4 Disclosure of personal data to recipients and abroad

Art. 4.1 – Disclosure of personal data to recipients

In addition to the data transfers to recipients expressly mentioned in this privacy policy, we may, where permitted, disclose personal data to the following categories of recipients:

- Providers to whom we have outsourced certain services (e.g. IT and hosting providers, advertising and marketing services, corporate administration, including bookkeeping and/or asset management, debt collection services, photographers, payment service providers, banks, insurance companies, etc.) as well as other suppliers and subcontractors;
- Consultancy service providers, e.g. tax advisers, solicitors, management consultants;
- Credit reference agencies that store this data for credit checks;
- Third parties who collect data about you via the website;
- Prospective buyers or investors in the event of corporate transactions or other corporate law-related actions;
- Auditors;
- domestic and foreign authorities, government agencies or courts.

Art. 4.2 – Disclosure of personal data abroad

As a general rule, we process your personal data in Switzerland. However, in exceptional cases, your personal data may also be transferred abroad in certain circumstances (e.g. when engaging specific service providers or using certain software applications), primarily to member states of the European Union and EFTA, but in some cases also to other countries worldwide, in particular the USA (primarily in connection with cookies, social media plug-ins and other third-party software applications).

If we transfer data to a country without adequate legal data protection, we ensure an appropriate level of protection as required by law through the use of appropriate contracts (namely based on the European Commission's so-called Standard Contractual Clauses) or rely on the legal exceptions

relating to consent, the performance of a contract, the establishment, exercise or enforcement of legal claims, overriding public interests, published personal data, or because it is necessary to protect the integrity of the data subjects. Nevertheless, we would like to point out that data transferred abroad is no longer protected by Swiss law and that foreign laws and official orders may require the disclosure of such data to authorities and other third parties.

Art. 5 – Retention period

We process and store your personal data for as long as is necessary to fulfil our contractual and legal obligations or for the purposes for which the processing is carried out, or where there is another legal basis (e.g. statutory retention periods) for doing so. We retain personal data that we hold on the basis of a contractual relationship with you for at least as long as the contractual relationship exists and limitation periods for any potential claims against us under the Swiss Federal Act on the Protection of Personal Data () are running, or contractual retention obligations apply. As soon as your personal data is no longer required for the purposes mentioned above, it will, in principle and as far as possible, be set to inactive status, deleted or anonymised.

Art. 6 – Your rights

Under the data protection law applicable to you and to the extent provided for therein, you have the right to access, rectification, erasure, the right to restrict data processing and, in other cases, to object to our data processing, as well as the right to receive certain personal data for the purpose of transferring it to another party (so-called data portability). Please note, however, that we reserve the right to invoke the restrictions provided for by law, for example if we are obliged to retain or process certain data, have an overriding interest in doing so (insofar as we are permitted to invoke this) or require it for the assertion of claims. Should any costs be incurred by you, we will inform you in advance.

Where data processing is based on your consent, you may withdraw this consent at any time after giving it, with effect for the future. However, this does not affect the lawfulness of the processing carried out on the basis of your consent up to the point of withdrawal.

Exercising such rights generally requires you to provide clear proof of your identity (e.g. by providing a copy of your ID if your identity is otherwise unclear or cannot be verified). To exercise your rights, you may contact us at the address provided in section 1 of this privacy policy.

Every data subject also has the right to enforce their claims in court or to lodge a complaint with the competent data protection authority. The competent data protection authority in Switzerland is the Federal Data Protection and Information Commissioner (<http://www.edoeb.admin.ch>).

Art. 7 – Data security

We implement appropriate technical and organisational security measures to safeguard the security of your personal data, specifically to protect it against unauthorised or unlawful processing and to counter the risk of loss, accidental alteration, unauthorised disclosure or unauthorised access. However, like all companies, we cannot completely rule out data security breaches, as certain residual risks are unavoidable. As part of our security measures, we use firewalls, logging and encryption in particular, have access control policies in place and have implemented further safeguards to ensure the most comprehensive protection of personal data possible.

Art. 8 – Amendments to this Privacy Policy

We expressly reserve the right to amend this privacy policy at any time. Should such amendments be made, we will immediately publish the amended privacy policy on our website. The privacy policy published on our website is the one that applies at any given time.

September 2023 / Zurich Society for Human Resource Management