

# **Privacy Policy of the Swiss Friends of Sethule Orphans' Trust (SFS)**

## **Imprint:**

Publisher of this website:  
Swiss Friends of Sethule Orphans' Trust

Represented by the president of the organisation  
Anne-Marie Saxer-Steinlin  
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## **1. Contact details of the person responsible for data processing**

This privacy policy applies to the Swiss Friends of Sethule Orphans' Trust. The organisation is represented by its President, Anne-Marie Saxer-Steinlin, Weiherstr. 10, CH-3073 Gümligen.

## **2. Contact details for data protection enquiries**

For questions and concerns regarding your personal data, please contact Anne-Marie Saxer-Steinlin, Weiherstr. 10, CH-3073 Gümligen, by e-mail: info@sethule.ch, by telephone: +41 31 951 22 10 or by post.

## **3. Your rights**

You have the right to request information about your personal data processed by us. You also have the right to

- rectification
- restriction of processing
- revocation after consent has been given
- prohibition of disclosure to third parties
- blocking or deletion of your data.

To do so, please contact the contact person named above.

## **4 Data processing**

### **4.1 General information**

The protection of your personal data is important to us. We collect as little data as possible in order to minimise data exchange. Your data will be treated confidentially. We take suitable technical and organisational precautions to protect the data against loss and manipulation and against unauthorised access and access by third parties.

We only process personal data to the extent necessary to fulfil our tasks, i.e. for our fundraising activities and to provide information about the Sethule Orphans Trust aid organisation:

#### **4.2 Members, donors**

We maintain a list of members, a list of donors from private individuals and a list of institutional donors. We collect the following data based on your membership registration or your donation:

- Salutation / Gender
- Surname and first name
- Home address
- E-mail address
- Language
- Telephone number if applicable
- Membership or donor
- Amount and time of donation

By registering or donating, you consent to your personal data being processed by us.

We use this data to invite you to events or to send you our electronic newsletter or postal Christmas letter, as well as to process and thank you for your transfers.

The accounting department, the President and the committee have access to this data. If explicitly requested, we will communicate major donations in our annual report.

#### **4.3 School sponsorships**

If you take on a school sponsorship, your data will be forwarded to the director and the responsible employee of Sethule Orphans' Trust, including the transfer of data abroad, to Zimbabwe. It will also be recorded which child you are supporting and with what amount.

#### **4.4 Events**

If registrations are required for our general meetings, donor events or other events, we collect the following data:

- Salutation / gender
- Surname and first name
- Home address
- E-mail address
- Language

By registering, you consent to your personal data being used for the organisation and implementation of the event in question. If minutes of the meeting are written, the participants will be recorded. Otherwise, the data will be deleted after the event.

Under certain circumstances, we may take photos or videos of you at events. This is solely for documentation and communication purposes (print, web, social media) of the SFS. If you do not wish to be photographed or videoed, you can inform the person responsible for organising the event in question before or during the event.

#### **4.5 Visiting our website ([www.sethule.ch](http://www.sethule.ch))**

The **hosting service** of our website ([www.hostpoint.ch](http://www.hostpoint.ch)) provides us with the online platform through which we can offer you our services. Your data may be stored via our hosting provider's data storage, databases and general applications. It stores your data on secure servers behind a firewall and it provides secure HTTPS access to most areas of its services. Our website may contain **links** to websites of other providers. We have no influence on these websites, their content, offers or availability or the data protection declarations and provisions applicable there. SFS accepts no liability for these websites.

To use the **registration form** on our website, you are required to enter your personal data. The data from the input mask is transmitted to us when the enquiry is sent. No further data is stored.

#### **4.6 Processing of payments**

Your data will be processed by our bank (Banque Cantonale Vaudoise) and/or by Twint/RaiseNow for the processing of payments. Further information can be found in the privacy policies of these providers.

#### **4.7 Who do we share your data with?**

If necessary, we pass on certain data to third parties, e.g. to make use of technical or organisational services that we need to perform our tasks. These third parties may only process the data to the same extent as we do.

#### **4.8 Duration of storage of personal data**

Personal data will be deleted as soon as the purpose for which it was stored no longer applies.

#### **5. Changes**

SFS may amend this privacy policy at any time without prior notice. The current version published on our website applies.

05.01.2024