



ASSOCIATION POUR L'ASSURANCE QUALITÉ  
DES FABRICANTS DE BRACELETS CUIR

## **PRIVACY POLICY AND PERSONAL DATA MANAGEMENT**

Updated: May 2018

This privacy policy describes the personal data collected or processed when using the AQC website. It also explains how your personal data is used, shared and protected, the choices you have regarding your personal data and how to contact us.

### **Who is responsible for processing your personal data?**

The legal entity Association pour l'Assurance Qualité des Fabricants de Bracelet Cuir - AQC, is responsible for the treatment of your personal data.

### **What personal data do we collect and when do we collect it?**

We ask you to provide us certain personal data in order to answer your request and / or offer you certain services.

We collect data about you when you log in to your space, sign up for our newsletter, register for a meeting or event or respond to a survey.

This personal data includes your: surname, first name, e-mail and telephone number whatever your interaction with us (except for the subscription to the newsletter where we collect only your e-mail). AQC does not collect your data when you browse our website.

### **For what purposes are your data collected?**

We use your personal data for the following purposes:

- to improve our services
- to send our newsletter by email in order to inform you about the latest development of AQC
- to register on a list of participants at our events (on registration)

### **Legal basis of data processing**

For each action where you interact with AQC via its website, the elements relating to your data, that you give us, are considered to be a clear affirmative action of consent (freely given, accurate, informed and without ambiguity of your wishes).

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

AQC - Association pour l'Assurance Qualité des Fabricants de Bracelets Cuir  
ruelle William Mayor 2 - 2000 Neuchâtel (CH)

Phone: +41 32 721 04 70 - [www.aqc-asso.ch](http://www.aqc-asso.ch) - [info@aqc-asso.ch](mailto:info@aqc-asso.ch) - IDE: CHE-262.552.002

AQC shares your personal data with

- his members,
- Our host (Infomaniak), our site administration module (Joomla), our e-mailing software (Acymail) and as our document management module (Oodrive), necessary for the smooth running of our business.
- Any other third party in cases where you have expressed your consent.



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### **How do we protect and manage your personal data?**

- Encryption and Security

Our host (Infomaniak) and our site administrator (Joomla) have implemented various technical security measures to ensure the security of your personal data. We invite you to consult their actions to ensure the protection of your personal data.

Your personal data stored in our office on a server located in Switzerland and meet strict security requirements.

### **Keeping your personal data**

Your personal data will be retained for as long as necessary to fulfill the purposes set out in this privacy policy, unless a longer retention period is required by applicable law.

### **What are your rights in relation to your personal data?**

You have the right to request:

- access to your personal data
- the correction of your personal data
- the deletion or limitation of your personal data in certain circumstances provided by applicable law.

If you wish to request a copy of your personal data or exercise one of your rights mentioned above, please contact us by mail at [info@aqc-asso.ch](mailto:info@aqc-asso.ch)

You can unsubscribe from our newsletter at any time by clicking on "unsubscribe" at the bottom of the email in question.

### **Use the AQC site with redirection to third party sites**

Our website and newsletter may offer links to other third party websites for your convenience and information. These third-party sites have their own data protection policy, which we invite you to read. To the extent that these third party sites are not owned or controlled by us, we can not be held responsible for their content, use or practices regarding personal data.

### **Changes to our privacy policy**

AQC - Association for Quality Assurance of Leather Bracelets Manufacturers

Ruelle William Mayor 2 - 2000 Neuchâtel (CH)

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If we decide to update our privacy policy, we will post the changes on our site. If we materially change the way we process your personal data, we will send you a warning prior notice or, where required by law, we will ask for your authorization prior to the implementation of these changes. We strongly urge you to read our privacy policy and regularly check for changes to it. have been brought.

### **Do you have questions and / or comments?**

If you want to share your comments or if you have any questions or concerns, or if you would like exercise your rights in connection with your personal data, you can contact us by email.