Privacy Policy of the Paul Scherrer Institute PSI

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1. Introduction

In this privacy statement, we, the Paul Scherrer Institute (hereinafter "PSI", "we" or "us"), explain how we collect and otherwise process personal data. This is not an exhaustive description; other data protection declarations or general terms and conditions, contractual or participation conditions, forms and similar documents may govern specific matters.

We use the term "data" here synonymously with "personal data". This refers to data relating to specific or identifiable persons and "processing" means any handling of personal data, e.g. obtaining, storing, using, modifying, disclosing and deleting.

If you disclose data to us about other persons (e.g. family members, data of work colleagues), we assume that you are authorized to do so and that this data is correct and that you have ensured that these persons are informed about this disclosure (e.g. by bringing this privacy policy to their attention in advance).

2. Who is responsible for processing your data?

Responsible for the data processing described in this privacy policy is:

Paul Scherrer Institute
Forschungsstrasse 111
5232 Villigen PSI
Contact: datenschutz@psi.ch

3. What data do we process?

We primarily process the personal data that we receive from our customers and other business partners in the course of our business relationship with them and other persons involved in it, or that we collect in the context

of the operation of our websites, apps and other applications from their users. Without this data, we will generally not be able to conclude a contract with you (or the entity or person you represent) or to process it.

- **Master data:** This is the basic data such as name, contact details, personal data, photos, customer history, consent forms and information about third parties (e.g. contact persons, deputies).
- **Contract data:** This is data that arises in the context of the provision of our services as well as in the conclusion of contracts, such as contractual services, data concerning the provision of services, data from the run-up to the conclusion of the contract, information on processing (e.g. invoicing) and financial data (e.g. information on bank details).
- **Applicant data**: This is data that arises in the context of an application for a job with us, such as professional history, education and training, references and data from public sources (e.g. social media and the Internet). This also includes information about criminal convictions as well as occupational/activity bans or extracts from criminal records.
- **Training data:** This is the data that is collected by or accrued at our training center in particular, such as assessments, performance records, examination results and certificates.
- **Patient Data:** These are the data which are transmitted within the framework of the activities of our Center for Proton Therapy or which arise there, such as health data and findings, medical imaging recordings, treatment data and results. In addition, data from relatives or other third parties (e.g. other caregivers, treating physicians) may be processed in this context.
- **Care data:** This is data that relates to the care relationship in our daycare center and arises in the course of care, such as health data (e.g. allergies). This is usually data about the person being cared for, but can also concern data about the parents or other third parties (e.g. other caregivers).
- **Communication Data**: This is data that arises in connection with communication between us and with third parties (e.g. by e-mail, telephone, letter or other means of communication), such as the content of e-mails or letters, your contact details and marginal data of the communication. In individual cases, telephone conversations are also recorded; this applies in particular to the use of PSI's "emergency number".
- **Registration data:** This is data that is generated during registration (e.g. login areas, newsletters) or that you provide to us (e.g. e-mail).
- **Technical data:** This is data that accrues in the course of using our electronic offerings (e.g., website), such as IP address, information about the operating system of your terminal device, the region and the time of use. Technical data in themselves do not generally allow any conclusions to be drawn about your identity. However, they can be linked to other data categories (e.g. registration data) and thus possibly to your person.
- **Behavioral and Preference Data**: This is data about your behavior and preferences, such as responses to electronic communications, navigation of the Website, interactions with our social media profiles, participation in events, supplemented as appropriate with information from third parties (including from publicly available sources).
- **Other data:** This includes, for example, data arising in connection with official or judicial proceedings (e.g. files), data collected on the basis of health protection (e.g. protection concepts), photos, video or sound recordings that we produce or receive from third parties and on which you are recognizable (e.g. at events, through video surveillance, etc.), participation in events.

We take appropriate technical and organizational security precautions to protect your personal data from unauthorized access and misuse.

4. Where does the data come from?

- **From you:** You disclose much of the data we process yourself (e.g., in connection with our services or communication with us). You are not obliged to disclose your data, with exceptions in individual cases (e.g. legal obligations). However, if you want to conclude contracts with us or use our services, for example, you must disclose certain data to us.

- **From third parties:** We may also obtain data from publicly available sources (e.g., debt collection registers, media or the Internet, including social media) or receive it from public authorities (e.g., municipalities, regulatory agencies), your employer or client who has a business relationship or other dealings with us, and other third parties (e.g., associations).

5. For what purposes do we process your data?

- **Communication:** In order to be able to communicate with you (e.g. to answer inquiries or to process contracts), we process data from you.
- **Recording, administration and processing of contracts:** We process personal data in connection with the conclusion or execution of contracts with you, suppliers and service providers or other contractual partners. This also includes the enforcement of legal claims arising from contracts (collection, legal proceedings, etc.), accounting, termination of contracts and public communication. We also process data as part of the application process and to initiate the employment relationship.
- **Marketing and relationship management:** For marketing and relationship management purposes, we process data in order to send our customers, other contractual partners and other interested parties personalized advertising (e.g., in printed form, by e-mail or via other electronic channels) about services, events and other news from us. You may refuse such contacts at any time, or refuse or withdraw consent to be contacted for advertising purposes by notifying us.
- **Registration:** In order to use certain offers and services (e.g. login areas, newsletter), you must register (directly with us or via our external service providers), for which we process data.
- **Technical and physical access controls:** For security purposes, we maintain visitor lists and deploy access and surveillance systems at various locations.
- **Compliance with laws, directives and recommendations from authorities.** We may process personal data (e.g. for dosimetry) as part of our compliance with laws and to fulfill any legal obligations. In addition, data may be processed in the course of internal investigations as well as external investigations (e.g. by a law enforcement or supervisory authority or a commissioned private body).
- **Risk management**: We may process personal data as part of risk management (e.g. to safeguard house rules or to prevent and investigate criminal acts).
- **Other purposes:** These other purposes include, for example, training and educational purposes, administrative purposes (e.g. the administration of master data or accounting), the protection of our rights and the evaluation and improvement of internal processes. The protection of other legitimate interests is also part of the further purposes, which cannot be named exhaustively.

6. Who do we disclose your information to?

Within the scope of our business activities and the purposes pursuant to Section 5, we also disclose data to third parties, insofar as this is permitted and appears to us to be appropriate, either because they process it for us or because they want to use it for their own purposes. This concerns in particular the following categories of recipients:

- Service providers of us (e.g. banks, insurance companies), including order processors (such as IT providers);
- Dealers, suppliers, subcontractors and other business partners;
- Customers;
- domestic and foreign authorities, official agencies or courts;
- Media;
- public, including visitors to websites and social media;
- Industry organizations, associations and other bodies;

- other parties in potential or actual legal proceedings.

All these categories of recipients may in turn involve third parties, so that your data may also become accessible to them. We can restrict processing by certain third parties (e.g. IT providers), but not by other third parties (e.g. authorities, banks, etc.).

7. Does your personal data also end up abroad?

We process and store personal data primarily in Switzerland and the European Economic Area (EEA), but in exceptional cases - for example, via subcontracted processors of our service providers - potentially in any country in the world.

If a recipient is located in a country without adequate legal data protection, we contractually oblige him to comply with data protection, usually by concluding recognized standard contractual clauses. We can waive this obligation if the recipient is already subject to a set of rules recognized in Europe to ensure data protection or if we can rely on an exemption clause. The latter may be the case in particular in legal proceedings abroad, in cases of overriding public interests or where the execution of the contract requires such disclosure, if you have given us your consent or if it is a matter of data that you have made generally accessible and you have not objected to its processing.

Note that data exchanged over the Internet is often routed via third countries. Your data may therefore end up abroad even if the sender and recipient are in the same country.

8. How long do we store your data?

We process and store your data as long as it is necessary for the fulfillment of our contractual and legal obligations or otherwise the purposes pursued with the processing, i.e., for example, for the duration of the entire business relationship (from the initiation, processing to the termination of a contract) and beyond that in accordance with the statutory retention and documentation obligations. In this context, it is possible that data will be retained for the time during which claims can be asserted against us and insofar as we are otherwise legally obligated to do so or legitimate business interests require this (e.g. for evidence and documentation purposes). As soon as your data is no longer required for the above-mentioned purposes, it will be deleted or anonymized as a matter of principle and as far as possible.

9. What rights do you have?

You have certain rights in connection with our data processing. In accordance with applicable law, you may, in particular, request information about the processing of your personal data, have incorrect personal data corrected, request the deletion of personal data, object to data processing, request the release of certain personal data in a standard electronic format or its transfer to other data controllers, or revoke consent, insofar as our processing is based on your consent.

If you wish to exercise your rights towards us, please contact us; you will find our contact details in section 2. In order for us to be able to exclude misuse, we must identify you (e.g. with a copy of your identity card).

Please note that conditions, exceptions or restrictions apply to these rights (e.g. to protect third parties, trade secrets or to comply with retention obligations). The exercise of these rights may also conflict with contractual agreements, and this may have consequences such as the premature termination of the contract or cost consequences. We reserve the right to black out copies for reasons of data protection or confidentiality or to supply only excerpts.

10. How do we process data in connection with our website and other digital services?

When using our website (incl. newsletter and other digital offers), data is generated that is stored in logs (especially technical data). In addition, we may use cookies and similar technologies (e.g. pixel tags or fingerprints) to recognize website visitors, record their behavior and recognize preferences. A cookie is a small file that is transmitted between the server and your system and enables the recognition of a specific device or browser.

You can set your browser to automatically reject, accept or delete cookies. You can also disable or delete cookies on a case-by-case basis. You can find out how to manage cookies in your browser in the help menu of your browser.

Both the technical data we collect and cookies generally do not contain any personal data.

We also use social media plug-ins, which are small pieces of software that establish a connection between your visit to our website and a third-party provider. The social media plug-in tells the third-party provider that you have visited our website and may send the third-party provider cookies that the third-party provider has previously placed on your web browser. For more information about how these third-party providers use your personal data collected via their social media plug-ins, please refer to their respective privacy notices.

In addition, we use our own tools as well as third-party services (which in turn may use cookies) on our website, in particular to improve the functionality or content of our website (e.g. integration of videos or maps), to compile statistics.

We currently use offers from the following service providers:

- Matomo
  Provider: Matomo.org
  Privacy policy: https://matomo.org/matomo-cloud-privacy-policy/
- Google Maps
  Provider: Google LLC
  Privacy policy: https://policies.google.com/privacy
- Superoffice
  Provider: SuperOffice AG
  Privacy policy: https://trust.superoffice.com/
- Brevo
  Provider: Brevo
  Privacy policy: https://www.brevo.com/features/data-security/

Some of the third-party providers we use may be located outside of Switzerland. Information on data disclosure abroad can be found under section 7.

11. Data from social networks

We may operate pages and other online presences on social networks and other platforms operated by third parties and process data about you in this context. In doing so, we receive data from you (e.g., when you communicate with us or comment on our content) and from the platforms (e.g., statistics). The providers of the platforms may analyze your usage and process this data together with other data they have about you. They also process this data for their own purposes (e.g., marketing and market research purposes or to manage their platforms), and act as their own data controllers for this purpose. For more information on processing by the platform operators, please refer to the privacy notices of the respective platforms.

We currently use the following platforms:

- Bluesky: https://bsky.app/profile/psi.ch
  Provider: Public Benefit Corporation (PBC)
  Privacy policy: https://bsky.social/about/support/privacy-policy
- Facebook: www.facebook.com/paul.scherrer.institut
  Provider: Meta Platforms Ireland Limited
  Privacy policy: www.facebook.com/privacy/policy
- Instagram: www.instagram.com/paul.scherrer.institut
  Provider: Meta Platforms Ireland Limited
  Privacy policy: https://privacycenter.instagram.com/policy
- LinkedIn: www.linkedin.com/company/paul-scherrer-institut

Provider: LinkedIn Corporation (Microsoft)
Privacy policy: www.linkedin.com/legal/privacy-policy

- Threads: https://www.threads.com/@paul.scherrer.institut
  Provider: Meta Platforms, Inc.
  Privacy policy: https://help.instagram.com/515230437301944
- Tiktok: https://www.tiktok.com/@psi.ch
  Provider: TikTok Technology Limited.
  Privacy policy: https://www.tiktok.com/legal/page/eea/privacy-policy/en
- WhatsApp: https://www.whatsapp.com/channel/0029VaDIolj9RZAV3KQdoU2m
  Provider: Meta Platforms, Inc.
  Privacy policy: https://www.whatsapp.com/privacy
- X: https://x.com/psich_de; https://x.com/psich_en; https://x.com/psich_fr
  Provider: X Corp.
  Privacy policy: https://x.com/en/privacy
- YouTube: www.youtube.com/PaulScherrerInstitut
  Provider: Google LLC
  Privacy policy: https://policies.google.com/privacy
- Xing: https://www.xing.com/pages/paulscherrerinstitut
  Provider: New Work SE
  Privacy policy: https://privacy.xing.com/en/privacy-policy

We are entitled, but not obliged, to check content before or after it is published on our online presences, to delete content without notice and, if necessary, to report it to the provider of the relevant platform.

12. Can this privacy policy be changed?

This privacy policy is not part of any contract with you. We may amend this privacy policy at any time. The version published on this website is the current version.