

MSF-CH ASSOCIATION PRIVACY NOTICE

1. ABOUT THIS PRIVACY NOTICE

At MSF we make sure we protect the information you give us. References to “we” or “us” are to the MSF Switzerland Association (IDE CHE-107.373.253) as “Associative” of MSF Switzerland; rue de Lausanne 78, Case Postale 1016, 1211 Geneva 1, Switzerland; MSFCH-Association@geneva.msf.org.

This privacy notice is written in accordance with relevant data protection legislation including the Swiss regulation on data protection and the EU General Data Protection Regulation.

This privacy notice sets out how the MSF Switzerland Association collects, uses and stores personal data via its website (<http://association.msf.ch/>), its associative database, communication platforms and other storage devices.

If you’ve any questions please contact us using the details above or MSFCH-Association@geneva.msf.org.

2. WHOSE INFORMATION DO WE COLLECT

The MSF-CH Association collects information on its members, e.g. people who have formally applied for MSF-CH Association membership.

We also collect information on other MSF individuals (non-members or members from other associations) or external people/entities that take part or are relevant to take part in our associative activities and to other MSF activities that uphold our social mission.

3. WHEN DO WE COLLECT INFORMATION ABOUT YOU?

We collect information:

- when you give it to us **directly**
- when you give it to us **indirectly**
- when you give it to us via **social media**
- when you use our **website** or **apps**, through **cookies**

DIRECTLY

You may give us personal information when you: apply for MSF-CH associative membership (online or paper application form), sign up for one of our events/gatherings, sign up or leave a comment on our Facebook page (closed group), sign up to take part in any associative initiative or program, sign up to our social media accounts, and communicate with us.

INDIRECTLY

Personal information on MSF people can be gathered via the MSF Human Resources Department, data that you provided when signing your MSF contract.

Indeed, when signing your MSF contract, you have agreed to work for an association. You have therefore given your consent to have some data shared with the MSF Association. All other HR data directly linked to your job such as information on your contract, salary, pay rolls, participation to trainings, evaluations, etc. are not shared with us. The MSF-CH Association only has access to limited HR data – *see paragraph 4.*

We may also collect information on non-members and other external people/entities relevant to our associative activities and/or provided through our network.

SOCIAL MEDIA

We may get information about you from your social media accounts or services. Facebook and Twitter are examples. We can do this if you've set your account settings to give us permission. Please check your settings and their privacy policies for more details.

COOKIES

We use "cookies" to identify you when you visit our website.

What are cookies?

Cookies are small text files that are transferred from the website to your computer, phone or tablet. Websites store cookies on your internet browser (Chrome, Firefox or Internet Explorer, for example) when you visit. Every time you return to the site and navigate around it picks up these bits of information. There are several types of cookie and they each have different functions and uses. Some cookies can be really helpful and most websites rely on them in order to work properly and to understand what their users do when they visit.

What cookies do we use?

The MSF Switzerland Associative website (<http://association.msf.ch>) only uses "Strictly necessary" and "Functionality" cookies that are linked to session ID or session files. – *see list below*

- session_id
- website_lang
- im_livechat_session
- im_livechat_auto_popup
- fileToken
- planner_website_last_page

"Strictly necessary" cookies let you move around the website and use areas like the login interface and to access files. They don't gather information about you that could be used for marketing or remember where you've been on the internet. These cookies only last until you close your browser.

"Functionality" cookies remember any choices you've made on a website. This could be changing the text size, preferences or colour. They can also remember if you've already completed a survey. They can't track you on other websites.

Controlling cookies

You can control and/or delete cookies at any time. You can also get rid of all the cookies already on your computer. Most web browsers automatically accept cookies, but you should be able to change your browser to prevent that. If you want to know how to do this please look at the help menu on your web browser. Further information is available on the following websites:

Microsoft Internet Explorer™: <https://support.microsoft.com/fr-fr/help/17442/windows-internet-explorer-delete-manage-cookies>

Microsoft Edge: <https://privacy.microsoft.com/fr-fr/windows-10-microsoft-edge-and-privacy>

Mozilla Firefox: <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

Safari: <https://support.apple.com/fr-fr/guide/safari/manage-cookies-and-website-data-sfri11471/mac>

Google Chrome:

<https://support.google.com/chrome/answer/95647?co=GENIE.Platform=Desktop&hl=en>

Further, most third party providers offer modules or proceedings allowing you to opt out from data collection.

4. WHAT INFORMATION DO WE COLLECT?

How we use your data depends on who you are:

MSF-CH Associative membership data: When applying for MSF-CH Association membership or when updating your personal MSF-CH associative membership profile on the MSF-CH associative website, we collect the following information package:

Basic information:

- Last name
- First name
- Date of birth
- Nationality
- Language (preferred language of correspondence)
- Photo

Contact details:

- Postal address
- E-mails
- Phone number
- Social media profile URL

MSF experience information:

- MSF contract status
- MSF profile
- Working experience with MSF
- Current or last MSF position
- Medical experience

Other information:

- Member of another MSF associations
- Geolocation (optional)
- When you come for the MSF-General Assembly from outside of Switzerland we can also ask for: passport scan.

The MSF-CH associative member's data collected is processed for the purpose of MSF associative activities. These may also include photos and videos.

Information on MSF people who are not MSF-CH associative members collected through the MSF HR database are:

* Personal information: last name - name - nationality - date of birth - language - training - e-mail address - postal address - phone number

* MSF information: position history - experience in months - history of missions - departure/return date

The MSF-CH Association does not have access to other HR data.

Information on external people or entities collected are: name – entity – e-mail – phone number – address

5. HOW DO WE USE YOUR INFORMATION?

How we use your data depends on who you are:

MSF-CH Associative membership data: As a general rule, your personal data will not be used for any other purpose than those for which they were voluntarily provided to us. By becoming a MSF-CH associative member, you consent that the data collected can be processed for the purpose of MSF associative activities.

Please note that the article 5 (Disclosure of the list of members) of the MSF-CH Association internal regulations states that any member can obtain the list of members and their address upon request to the Board.

MSF people (non-associative members) and external people/entity data: As a general rule, your personal data will not be used for any other purpose than those for which they were voluntarily provided to us.

All personal data may also be shared with third parties when required by law or by a court order.

MSF-CH Associative membership data – we use your data to:

- respond to your questions, requests or register you for events
- process, acknowledge and record your associative membership
- to support necessary operational activities such as travel and visa
- in compliance with statutory obligations
- keep a record of your associative membership with us
- send you e-mails and newsletters (associative and general MSF information)
- develop an MSF associative dynamic and network
- understand how we can improve our services and information
- internal statistical purposes

MSF people data – we use your data to:

- respond to your questions, requests or register you for events
- send you information on how to become an MSF-CH associative member
- send you information on MSF associative gatherings, initiatives and programs
- send you information on MSF activities linked to our social mission

External people/entities – we use your data to:

- respond to your questions, requests or register you for events
- invite you to participate/collaborate together to an MSF activity/project/program
- send you information on MSF

6. WHO HAS ACCESS TO YOUR DATA?

AUTHORISEZ AND TRAINED PERSONNEL

Your information is only accessible by authorized and trained personnel within the MSF-CH associative team. We regularly review who has access to your information. As a general rule, your personal data will only be accessible insofar as it is necessary to fulfill the purpose for which it was collected.

We do comprehensive checks on any contractors before we work with them. We always put a contract in place that sets out how they manage the personal data that we share or have access to.

DATA PROCESSORS

All data we collect is managed by the MSF-CH associative team and stored on processors that are contracted through MSF or the MSF-CH Associative.

We use other companies to help us store personal data and to carry out certain activities on our behalf. Our main data processors are listed below:

- Infomaniak (Switzerland) : MSF-CH Associative membership data base is stored on a server hosted by Infomaniak
- Mailchimp (USA): MSF-CH Associative newsletters are sent to MSF-CH associative members through Mailchimp (newsletter sending platform).
- Neovote (France): MSF-CH Associative members can vote through an online voting platform for MSF-CH General Assembly voting.
- Google Photos (USA): Photos and videos of our MSF-CH associative gatherings are stored on Google Photos.
- YouTube (USA): MSF-CH associative gatherings can be streamed via YouTube.

Should you have any questions in this respect we please contact us at MSFCH-Association@geneva.msf.org.

7. HOW DO WE KEEP YOUR INFORMATION SAFE?

MSF-CH uses appropriate technical and organizational measures and precautions in order to protect your personal data and to prevent the loss, misuse or alteration of your personal data.

Infomaniak (website host):

- **Confidentiality policy** (<https://www.infomaniak.com/en/legal/confidentiality-policy>)
- **GDPR** (<https://www.infomaniak.com/en/legal/general-data-protection-regulation>)
- **Policy on the use of cookies** (<https://www.infomaniak.com/en/legal/policy-use-cookies>)
- **Legal documents** (<https://www.infomaniak.com/en/legal/general-terms-and-conditions>)

Mailchimp (newsletter sending platform): Compliance with the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework

Neovote (online voting provider): Neovote's business involves the implementation of very strict data protection measures respecting the legal obligations and recommendations from the CNIL (*Commission Nationale de l'Informatique et des Libertés*) on the security of electronic voting systems. Neovote's servers are located in France (hosted by the company OVH) and no data is transferred outside the EU. Neovote has the obligation to destroy all files and data entrusted after the voting operations, except in case of appeal; in the latter, the data are kept in an electronic safe until the court decision is final.

Google Photos (photo storage provider): Compliance with the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework

Youtube (video streaming provider): Compliance with the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework

8. HOW LONG DO WE KEEP YOUR INFORMATION?

We keep your information for as long as it's necessary in connection with the purposes defined above in "How do we use your information?" and for the duration allowed by the legislation.

If MSF people who are not MSF-CH members request to receive no further contact from us, we'll keep only the basic information about them on our suppression list in order to avoid sending you unwanted materials in the future.

If external people/ entities request to receive no further contact from us, we'll keep only the basic information about them on our suppression list in order to avoid sending you unwanted materials in the future.

9. OUR LEGAL BASIS FOR PROCESSING PERSONAL DATA

Organisations need a lawful basis to collect and use personal data under data protection law. The law allows for six ways to process personal data (and additional ways for sensitive personal data). Three of these are relevant to the types of processing that MSF carries out:

- A person's consent;
- Processing that is necessary for compliance with a legal obligation (eg to process membership); and
- Our legitimate interests (please see below for more information).

Our legitimate interests include:

- **Charity Governance**; including delivery of our charitable purposes, statutory and financial reporting and other regulatory compliance purposes;
- **Administration and operational management**; including responding to solicited enquires, providing information and services, research, events management, the administration of volunteers and employment and recruitment requirements.

If you'd like to change our use of your personal data in this manner, please get in touch with us using the details above.

10. HOW CAN YOU CHANGE YOUR INFORMATION AND WHAT ARE YOUR RIGHTS?

MSF-CH Association members can change or update all personal information through their member profile page on the MSF-CH associative website.

MSF people and external people/entities can contact us at MSFCH-Association@geneva.msf.org or +41 (0)22 849 89 49 if they would like to change or update their personal information.

You have a **number of rights** under data protection legislation:

- You can request any information we hold on you. Email us at MSFCH-Association@geneva.msf.org and ask for it in writing. You may be asked for proof of identity.
- You have the right to ask us to stop using or to restrict the processing of your personal data. However, MSF-CH associative members who would request this will be asked to reconsider their willingness to remain a member of the MSF-CH Association.
- You can withdraw your consent to us processing your data at any time - *See above for MSF-CH associative members*
- If you believe our records are inaccurate you have the right to ask for those records concerning you to be updated. To update your records please get in touch with us using the details above.
- In accordance with the provisions of the General Data Protection Regulation, you have a right to erasure ("to be forgotten" i.e. to have your personal data deleted from our database). We'll keep only the basic information about you on our suppression list in order to avoid sending you unwanted materials in the future.

Note for MSF-CH associative members: the right to erasure is only possible for MSF-CH associative members whose membership has been canceled.

- If you have any concerns about the way your data is being used or if you'd like to make a complaint please contact us using the details above. You are entitled to file a complaint about how MSF treats your data, you may directly contact:
Préposé Fédéral à la Protection des Données et à la Transparence(PFPDT)
Feldeggweg 1
CH-3003 Berne, Switzerland
Téléphone: +41 (0)58 462 43 95.

11. WHEN DO WE UPDATE THIS NOTICE?

We change this Privacy Notice when we need to. If we make any significant changes in the way we treat your personal information we'll make this clear on our website or by contacting you directly.

Last updated on [27.06.2018]

Any all rights on this document belong to MSF. Any reproduction, without written consent, is strictly forbidden.