

Career Steps Geneva Privacy Policy

Introduction to our Privacy Policy

This Privacy Policy describes how and for what purposes Career Steps Geneva (CSG) collects, processes, and uses your personal data. Responsible handling of member data is important to us, and we strive to protect the personal data of members to the best of our ability. This data Privacy Policy is effective from 01.02.2023.

CSG values the trust of its members. Data protection and data security are therefore central concerns for us. The Privacy Policy helps you in understanding what information we collect and why we collect the information that you share with us and to what extent we make use of such information.

What data do we collect?

CSG collects your personal data when you voluntarily provide it to us, such as:

- Personally-identifying information, such as but not limited to, first name and surname, date of birth, address, email address, contact number, employment status or educational background;
- Your interactions with us via email or contact form on our website;
- Any personal data contained in, or included with feedback, comments, photos, videos, or other information you submit via forms, surveys, or interactive portions of our website.

We will collect personal data only to the extent necessary for the specific purposes we have identified, and we will keep that data accurate and up to date. We will ensure that all personal data collected is adequate, relevant and limited to what is necessary for the purpose for which it is processed.

How do we collect your data?

We collect data and process data when you voluntarily provide it to us.

How will we use your data?

Collecting the information that you share with us helps us to stay in touch with you and provide better service for all our members. Specifically, we may use this data for the following:

- to complete your membership registration;
- to respond to your inquiries;
- to improve the services we provide to our members;
- to send you event invitations as well as share with you latest updates and other things that we consider might be relevant to you;
- for analysis purposes in the form of statistics or statements. In addition to internal research, we may publish the statistics and/or statements or share them with a third party. No identifiable personal data will be shared or published.

How do we store, secure and retain your data?

Personal data that is shared with us through our website is stored on our domain host, wix.com. The domain host does not have access to any data and only the site owner (CSG) can access the privacy settings.

We will not retain personal data for longer than necessary for the purposes for which it was collected, unless we are required to retain the data by law. We will periodically review the personal data we hold and delete any data that is no longer necessary.

What are your data protection rights?

CSG would like you to be fully aware of your data protection rights, which are:

- **The right to Access.** You have the right to request CSG for copies of your personal data.
- **The right to rectification.** You have the right to request that CSG correct any information you believe is inaccurate and/or complete information you believe is incomplete.
- **The right to erasure.** You have the right to request that CSG erase your personal data, under certain conditions.
- **The right to restrict processing.** You have the right to request that CSG restrict the processing of your personal data, under certain conditions.
- **The right to object to processing.** You have the right to object to CSG`'s processing of your personal data, under certain conditions.
- **The right to data portability.** You have the right to request that CSG transfer the data that we collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at <https://www.careerstepsgeneva.com/contact>.

What are our measures regarding data breaches?

We will take prompt actions without delay and notify affected individuals. We will investigate all personal data breaches and take appropriate remedial actions to prevent future breaches, and we will keep record of all breaches.

What are cookies and what type of cookies do we use?

Cookies are files with small amounts of data that are commonly used as anonymous unique identifiers. These are sent to your browser from the website that you visit and are stored on your computer's hard drive.

Our website uses only necessary cookies that are essential to the proper functioning of the website. These cookies are not optional, and cannot be turned off. All websites require strictly-necessary cookies in order to operate properly.

How to manage your cookies

When you visit a website, it is common for a file known as a cookie to be created and stored in your web browser. Cookies store user-specific information such as authentication data and help you stay logged in to your favorite websites.

We recommend clearing your browser's cookies periodically, especially if you're noticing problems when browsing websites.

How to contact us

If you have any questions or suggestions about our Privacy Policy, do not hesitate to contact us. You can reach us at <https://www.careerstepsgeneva.com/contact>.