

Data Privacy Disclaimer

The International Association for Child and Adolescent Psychiatry and Allied Professions' (IACAPAP) mission is to advocate for promoting the mental health and development of children and adolescents through policy, practice and research.

This data protection policy tells you about the personal data we process when we interact with you, why we need them, and how you can lodge an objection with the competent authority.

We collect, process and store personal data (including IP addresses) only as permitted by law, if we have a legitimate interest or if you have given your consent, for example, when registering for an event or a service.

1. General information about our data processing activities

What personal data do we collect?

The personal data we collect is limited to information regarding our relationship with you. It includes contact information, such as name, telephone number, address, phone number, email address, references or CV, as well as information relating to projects and events or your use of our website. Information that cannot identify you or make you identifiable is not considered to be personal data.

How do we collect personal data?

In general, we process personal data in the following cases: when you apply for a grant from our association; when you apply for membership; when you visit our website; when you communicate with us directly; when you make a donation; when you register for our newsletter or an event; when you participate in a survey; or when you provide personal data for other purposes. In all cases, we process your data only for a specific purpose and we will make that purpose known to you or it is obvious from the context (e.g. registration to an event).

If we decide to process personal data in another case (e.g. employment relationship), we will inform you in an appropriate manner and ensure that we have a lawful basis such processing activities.

Why do we collect your personal data?

We collect your personal data for one or more of the following purposes:

- To allow you to contact us and/or receive information from us;
- To organise, host or promote events and/or IACAPAP activities;
- To allow you to register as a participant to events we organise or co-organise;
- To process your donation to the IACAPAP;
- To answer questions, in particular on how you can support IACAPAP;

- To process your membership application and provide you with information during your membership;
- To analyse web statistics and log files, to improve the functioning of our website;
- To access the performance of our advertising and improve the relevance of IACAPAP campaign and marketing message displayed to you after you leave our website;
- To comply with our administrative obligations.

Your personal data are not used for automated profiling or decision-making.

Who processes your personal data and with whom are they shared?

We (IACAPAP) process your personal data internally only for the purposes described in this privacy policy and by the internally designated IACAPAP staff members or agents. We only share your personal data with our staff members or agents on a strict need-to-know basis.

Depending on the purpose for which we process your personal data, we may share the necessary information with selected third parties, such as:

- The host of an event we organise or co-organise;
- Selected service providers that are necessary to process your data for the purposes as mentioned above;
- Third-party websites and social media platforms, through for example retargeting campaigns on Facebook, embedded links or social plug-ins.

As a matter of principle, we pass your personal data on to third parties only if we are authorised by law to do so or if you have given your consent (e.g. by clicking on a link or a social plug-in).

External service providers that process data on our behalf are contractually obliged to comply fully with the Swiss Federal Act on Data Protection and the EU General Data Protection Regulation. We make sure that such external service providers are capable of appropriately safeguarding your personal data. Before they are permitted to transfer responsibility for processing personal data to a third party, our prior consent is required. However, note that we cannot influence what personal data third-party websites or social media platforms process. Therefore, we recommend that you check their respective privacy policies before accessing these websites and/ or social media platforms. This also applies if you watch a video with YouTube on our website. Note that by clicking on a website link, social plug-in or video you consent to sharing information with the relevant provider.

Will we transfer your personal data abroad?

We are entitled to transfer your personal data to third parties (contracted service providers) abroad for the purpose of the data processing described in this privacy policy. These third-parties are bound to protect your personal data to the same extent as we are. If the level of data protection in a country does not correspond to that in Switzerland or the EU/EEA, we will contractually ensure that the protection of your personal data corresponds to that in Switzerland and the EU/EEA at all times.

Specifically, this applies to data transfers to the USA, which from the point of view of the European Union and Switzerland does not have an adequate level of data protection. We will make sure that we implement guarantees to ensure an appropriate level of data protection. To do so we will make use of the guarantees recognised as sufficient to ensure an adequate level of data protection in the EEA and / or Switzerland.

How long do we retain your personal data?

We retain your data as long as necessary for our contractual relationship with you, or as long as we have a legitimate interest in continuing to store the information. We delete your personal data in all other cases, except when continued storage is required under the law (for example, we are legally obligated to retain documents such as contracts and invoices for ten years).

Is your personal data safe with us?

We use suitable technical and organisational security measures to protect your personal data stored with us against manipulation, partial or complete loss and against unauthorised access by third parties. Our security measures are continuously improved in line with technological developments.

You should always treat your access data confidentially and close the browser window when you have finished communicating with us, especially if you share your computer, tablet or smartphone with others.

We also care about data protection internally. Our employees and the service providers are contractually obliged to ensure confidentiality of personal data and compliance with applicable data protection laws.

2. Processing of your personal data when you visit our website

What personal data are processed when you visit our website?

In general, you may visit our website without providing personal information. However, when you visit our website, our servers make a temporary record of each access in a log file. The following technical data are collected and stored until they are automatically deleted after no more than seven months:

- The IP address of the computer used to access the website;
- The date and time of access;
- The website from which access was obtained, as well as the search term used, as applicable;
- The name and URL of the accessed file;
- The search queries used;
- Your computer's operating system (shown by the user agent);
- The browser you are using (shown by the user agent);
- The type of device, if access is obtained through a mobile telephone;
- The transmission protocol used.

By collecting and processing these data, we promote system security and stability, allow for error and performance analysis, and serve internal statistical needs. This also enables us to optimise our online services. In addition, IP addresses are used to pre-set the website language. Finally, we insert cookies

and use cookie-based applications and tools when users access our website. More detailed information can be found in the section about cookies. It is within our legitimate interest to process such data to offer you a well-functioning website.

The IP address will also be used together with the other data in the event of attacks on the network infrastructure or other unauthorised or abusive use of the website to identify offenders in connection with civil or criminal proceedings. The processing of this data is in our legitimate interest to track your visit to our website and to improve and make the website more secure accordingly.

What personal data do we process when you join us or contact us in a different manner on the website?

You can join us online or get in touch with us via our website. For this we need the following information about you:

- Your name;
- Your email;
- The subject of your request (e.g. membership, donation, other query);
- Your message.

We use this data as well as additional information voluntarily provided by you only in order to appropriately interact with you. The processing of this data is, therefore, necessary for the performance of our pre-contractual and contractual relationship.

What personal data do we process when you donate on the website?

You can directly donate to our cause on the website. For this we need the following information:

- The amount you would like to donate;
- What we need to use the donation for;
- If you want to make this a monthly donation;
- If you would like to add your donation to help offset the cost of processing;
- How you would like to donate (PayPal or credit card);
- Your contact details for the payment.

We use this data as well as additional information voluntarily provided by you only in order to process your donation according to your instructions. The processing of this data is, therefore, necessary for the performance of our pre-contractual and contractual relationship.

What data do we collect when you subscribe to our newsletter?

You can subscribe to our newsletter in order to be informed about news, events and activities related to IACAPAP. For this we need the following information:

- Your name;
- Your email;
- The subject of your request (e.g. membership, donation, other query);
- Your message.

In order for you to get subscribed to our newsletter, you must tick our check box that we are allowed to keep in touch with you..

We only use this data for the delivery of our newsletter if you have agreed to receive it. You can unsubscribe from our newsletter at any time via a link in each respective e-mail. You can also send us a message to info@iacapap.org so that we can delete you from our mailing list. We will send you our newsletter based on your consent.

To send you our newsletter in a professional manner, we use software and the services from MailChimp.

What are cookies, and when are they used?

Cookies are small text files that are placed on your computer when you visit our website. When you return to the website, your browser transmits the information in the cookies back to us, allowing the system to recognise your terminal device. With the help of cookies, we can optimise our website and facilitate its use.

When you visit our website, a popup message informs you of our use of cookies and of the fact that visiting the website implies your consent.

If you opt not to permit the use of cookies, you may deactivate and delete all cookies at any time. For more information, consult your browser's help function. However, if you choose to deactivate cookies, certain functions on our website may no longer be available to you. The deactivation or deletion process must be repeated if you use a different browser or terminal device.

How do we use tracking tools?

We need statistical information about the use of our online services (in particular our website and newsletter) to make them more user-friendly, measure their range and conduct market research; hence the processing of this personal data is in our legitimate interest. We use web analytics tools for this purpose, specifically Google Analytics or social media pixel.

In addition to the data listed above (see "What data are processed when you use our websites?"), we gather the following information:

- The user's navigation path on the website
- The length of time the user spends on the website or subpage
- The subpage from which the user leaves the website
- The country, region or city from which the website is accessed
- The terminal device (type, version, colour depth, resolution, width and height of the browser window)
- Repeat or new visitor

This information is used to analyse website use. If you want to deactivate Google Analytics, you will find the necessary browser add-on at <http://tools.google.com/dlpage/gaoptout?hl=de>. As explained in the previous section, you can avoid creating a user profile by deactivating the use of all cookies.

3. Anything else you need to know?

What rights do you have concerning your personal data?

You have the following rights:

- You are entitled to request information about your stored data.
- You may request that your personal data be corrected, supplemented, blocked or deleted.
- In the EU, you have the right to data portability.
- In many countries, you also have the right to file a complaint with the relevant data protection authority if you have concerns about how we process your data.

If you have consented to your data processing, you may revoke that consent at any time, effective going forward.

These rights depend on the applicable data protection legislation and may be either more limited or more comprehensive.

You may do so via letter or email. See Contact section at the bottom of the page.

What happens if some part of this privacy policy is invalid?

Should individual parts of this privacy policy be invalid, this shall not affect the validity of the rest of the privacy policy. The invalid part of this privacy policy shall be replaced in such a way that it comes as close as possible to the economically intended purpose of the invalid part.

Governing law and competent court

This privacy policy and the contracts concluded on the basis of, relating to or in connection with this privacy policy are subject to Swiss law, unless the law of another country is mandatory.

The place of jurisdiction shall be the Geneva (Switzerland), unless another place of jurisdiction is mandatory.

Amending this privacy policy

We reserve the right to amend or supplement this privacy policy at any time, as we see fit and in accordance with the applicable data protection law. The most current privacy policy is published on our website. Please consult this policy regularly.

This privacy policy was last modified on 25 May 2021..

Contact us if you have any questions!

If you have questions about your rights concerning your personal data or related issues, please contact:

The Administrator
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