

## Data protection

Priorité Enfants statement on data protection

**Priorité Enfants recognizes the importance of protecting your personal data and respecting your privacy. The agency is grateful for the trust you place in it in the processing of your data. This statement explains the types of personal data that our company may collect and how we use it or not.**

### 1. General

In accordance with the federal law on data protection (LPD) of June 19, 1992 (status on March 1, 2019) and according to section 1, art. 1 and 3, Priorité Enfants is committed to protecting the personality and fundamental rights of people who are the subject of data processing. These relate to personal data (relating to an identified or identifiable person) and may include sensitive data (personal data on health, social assistance measures and criminal and administrative proceedings or sanctions), of data subjects, or natural or legal persons about whom data is processed. Processing concerns any operation relating to personal data, in particular the collection, storage, use, modification, communication, archiving or destruction of data. According to section 2, art. 8, you have the right to ask the Priorité Enfants agency to provide you with all the data concerning you which is contained in our file. According to section 3, article 14, the Priorité Enfants agency undertakes to inform the person concerned of any photographic collection.

### 2. Information collection

We collect data when you become a candidate or client of our agency. These may include your name, mailing address, telephone number, and email address, depending on the information provided in your subscription to our services or your direct contact with the agency.

Candidate files that are submitted to clients remain our property (except for the hired candidate), they are to be treated confidentially and must be destroyed. Under no circumstances may they be submitted to third parties or be used directly or indirectly.

In addition, any data stored in our database is only useful for our mailings and emails, never being transferred to a third party or used for commercial purposes.

### 3. Use of information

All the information we collect from you can be used to:

- Send our communications
- Follow up on your requests for our services
- Improve customer service and your support needs

### 4. Confidentiality of online payment

We are the sole owners of the information collected on our official site.

Your personal information will not be sold, traded, transferred, or given to another company for any reason. On our website, you can make payments directly to access our services.

For this purpose, we ask for personal data and your payment data allowing us to guarantee the correct payment of your registration. However, we do not have your credit card information. Only our payment partners have them, so they are not stored with us.

## **5. Right to information, rectification or deletion**

You have the right to demand information about the personal data concerning you which we process. You can also have your personal data rectified, blocked or deleted at any time by informing us in writing and proving your identity at the following address: [info@prioriteenfants.ch](mailto:info@prioriteenfants.ch). We reserve the right to correspond with you on this matter. Please note that we are required to partially retain your personal data as part of our legal and contractual retention obligations (e.g. for billing purposes) even after your request for blocking or deletion and in this case only block your personal data to the extent that is required.

## **6. Consent**

By using our platforms and / or by becoming a client of our agency, you agree to our privacy policy.