

Privacy Policy

- [English](#)

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This Privacy Policy contains information on how personal data is collected and processed on our www.POCMA.ch website.

The purpose of this Privacy Policy is to comply with the applicable data protection laws, including the EU General Data Protection Regulation (GDPR) and Switzerland's Federal Act on Data Protection (FADP).

This document explains the types of personal data we collect from you or about you from a third-party, how we use, disclose, protect and process that information, as well as certain rights you have in respect to data protection.

In addition to this Privacy Policy, please refer to the following Privacy Policies:

- Google: <https://policies.google.com/privacy?hl=en-US>
- Microsoft Teams: <https://learn.microsoft.com/en-us/microsoftteams/teams-privacy>
- WIX: <https://www.wix.com/about/privacy>
- Zoom: <https://explore.zoom.us/en/privacy/>

POCMA Ltd is responsible for this website. If you have any concerns regarding data protection, please contact info@POCMA.ch – POCMA Ltd - Industriestrasse 27 – 6300 Zug

When you use the website, the following data is logged and stored in log files: IP address, date, time and duration of access, information on the operating system or browser used, URL of the previously visited website, name of the retrieved file, transferred data volume, device-specific information and other usage data. We need this data for technical reasons for the operation and maintenance of the website and for the prevention and investigation of illegal use of the website.

We use cookies on our website. These are small text files that are stored on your device and record information about the visitors and their use of our website. Cookies enable, among other things, a better use of the website. We also use cookies to compile statistical analysis of the use of our website. For this purpose, we use services from third parties (such as Google Analytics or similar services), which measure and evaluate the use of the website. For this purpose, aggregated information is used which does not permit identification of the individual user. However, the third party provider (e.g. Google) may track your use of the website, combine this data with data from other websites that are also tracked by this third party provider, use this information for its own purposes and may also relate it to you. This third party is responsible for the processing of your personal data by it and its own data protection regulations apply.

If you do not want us to use cookies during your visit, you can deactivate their use in the settings of your browser. In this case, certain parts of our website (e.g. language selection) may not be fully functional or not at all.

POCMa

Project-, Operations- &
Change-Management

When you contact us via this website, we collect the information you provide and, if applicable, information provided by your device (name, e-mail, IP address, etc.) in order to process your request. We do this on the basis of our legitimate interest in being able to respond to incoming inquiries. You are not required to provide personal data, but we may not be able to respond to your request if we do not receive sufficient information.

What we do with the personal data

We do not pass on any personal data to third parties, unless this is required by law, ordered by a court or official order or necessary for the enforcement of legal claims. In addition, we use the services of a hosting provider in Switzerland.

We store personal data for a limited period of time, namely as long as it is necessary for the purpose for which it was collected, as long as we are legally obliged to do so or as long as we have a legitimate interest in storing it (e.g. for evidence purposes or for IT security).

Your rights

You have the right, in accordance with the data protection laws applicable to you, to request information about the personal data concerning you, as well as its rectification or erasure. You may also have the right to request that we restrict the processing, transmit the data to you or generally object to the processing by us. In order to exercise such rights, please contact the address mentioned at the beginning.

A data subject also has the right to **assert his or her claims in court or to file a complaint** with the competent data protection authority. The competent data protection authority in Switzerland is the Federal Data Protection and Information Commissioner (www.edoeb.admin.ch).

We may amend this Privacy Policy from time to time. We do that to reflect any changes to our use of your Personal Data or to comply with changes in the law.

Wherever practicable, we will inform you by email of any significant changes. However, we also encourage you to re-read this Privacy Policy periodically to stay up-to-date and informed about how we use your Personal Data.

2023-05-10