

PRIVACY POLICY WOKO STUDENTISCHE WOHNGENOSSENSCHAFT

At the WOKO Studentische Wohngenossenschaft (WOKO for short), we put great importance on the protection of your personal data. We are committed to handling your personal data responsibly and would like to explain to you how we handle your data.

We comply with the relevant legal requirements according to the Swiss Data Protection Act (DSG; SR 235.1) of 19 June 1992 and Regulation (EU) 2016/679 (General Data Protection Regulation, DSGVO) of 27 April 2016, in force since 25 May 2018.

These provisions apply to the data that we process about you when you visit our website (<http://www.woko.ch>).

HOW TO CONTACT US?

For questions about the processing of personal data, requests for information, deletion, and for other data protection concerns, you can contact our data protection office by mail or email, enclosing a copy of an official ID document:

WOKO Studentische Wohngenossenschaft
Datenschutz
Stauffacherstrasse 101
8004 Zürich
woko@woko.ch

WHAT DATA IS COLLECTED AND PROCESSED AND FOR WHAT PURPOSES?

General

If you visit our website, we collect some information about you in order to provide you with a user-oriented and personalized website experience.

Firstly, your data is collected when you submit it to us (in the contact form). This can include, for example, the email address that you use when you contact us. In addition, data is also collected automatically by our IT systems when you visit the website. We use cookies and the usual log files on our homepage.

Legal basis

The processing of your personal data is carried out according to Art. 4 DSG and Art. 6 Para. 1, Letter a (consent) and/or (legitimate interest) DSGVO.

Personal data/ Bulletin board

On our website there is a bulletin board where we place advertisements for new tenants and subtenants. When you place an advertisement, you provide us with your name, telephone number, email address and address. Your

advertisement will be checked by us and then published. During this process your data will be processed and stored by us. When deleting the advertisement, the stored information will be deleted.

Visiting the website

If you visit our website, our servers temporarily store data in a log-file, the so-called server log-files. This allows WOKO to collect information about timestamp, browser, operating system, HTTP request, and any potential error codes that may arise for the visitor to the homepage. The data is deleted as soon as it is no longer required to achieve the purpose for which it was collected.

Cookies

Cookies are small (text-) files that are stored on your computer or mobile device and allow an analysis of your use of the website.

We use cookies on our website. As a result, information about the surfing behavior of website visitors is collected and stored in anonymous form. The collected data is only used to evaluate the use of the website and to increase the user-friendliness of the website. No data is collected that relates to a specific or identifiable person.

We use a statistics tool with which tracking data is not collected by means of tracking cookies, but directly by accessing our server (session cookie). The session cookies are deleted when the current browser session is closed and completely regenerated when the page is revisited.

You may refuse the use of cookies by selecting the appropriate settings on your browser, however, please note that if you do so, you may not be able to use the full functionality of this website.

Web analytics tools

On our website, we use the web analytics tool Google Analytics from the company Google (in short: Google), which has its headquarters at 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. Google is certified under the Privacy Shield agreement and thereby offers a guarantee of compliance with European data protection law (www.privacyshield.gov/participant).

Google Analytics

Our website uses Google Analytics, a web analytics service provided by Google. This makes it possible to assign data, sessions and interactions across multiple devices to a pseudonymous user ID and thereby analyze a user's activities across devices.

Google Analytics also uses cookies: text files that are stored on your computer and allow an analysis of your use of the website. The information generated by the cookie about your use of our website is usually transmitted to a Google server in the U.S. and stored there. For more information on terms of use and data protection, please visit <http://www.google.com/analytics/terms/de.html> or <http://policies.google.com/?hl=de>.

Google will use this information for the purpose of evaluating your use of our website, compiling reports on website activity, and providing other services relating to website activity and internet usage to the website operator. The legal basis for the use of Google Analytics is your consent. The recipient of the collected data is Google.

You can withdraw your consent at any time in the future and prevent the storage of cookies by changing the appropriate setting in your browser software; please note, however, that this may mean you are not able to make full

use of all the functions of our website. You can also prevent Google from collecting and processing the data generated by the cookie and related to your use of the website (including your IP address) by downloading and installing the browser add-on that is currently available at the following link:

<https://tools.google.com/dlpage/gaoptout?hl=de>. Opt-out cookies prevent future collection of your data when you visit our website. To prevent collection by Universal Analytics across devices, you must opt-out on all systems used.

OpenStreetMap

We have integrated map sections of the online mapping tool "OpenStreetMap" on our website. This is a so-called open-source mapping, which we can access via an API (interface). This function is offered by OpenStreetMap Foundation, St John's Innovation Centre, Cowley Road, Cambridge, CB4 0WS, United Kingdom. By using this map function, your IP address will be forwarded to OpenStreetMap.

- > **Why do we use OpenStreetMap on our website?** Our website is primarily intended to be helpful to you. By providing important information from the OpenStreetMap map service, it allows us to show you, for example, exactly where WOKO properties are located.
- > **What data is stored by OpenStreetMap?** When you visit our website that offers OpenStreetMap, user data is transmitted to the service and stored there. OpenStreetMap collects information about your interactions with the digital map, your IP address, data about your browser, device type, operating system and on what day and at what time you used the service. Tracking software is also used to record user interactions for this purpose. The company specifies the analysis tool "Piwik" in its own privacy policy. The collected data is subsequently accessible to the corresponding working groups of the OpenStreetMap Foundation. The company does not disclose personal data to other persons or companies, unless this is legally necessary. The third-party provider Piwik does store your IP address, but in a truncated form. The following cookie may be set in your browser when you interact with OpenStreetMap on our website: Name: `_osm_location` Value: `9.63312%7C52.41500%7C17%7CM`. Purpose: The cookie is needed to unlock OpenStreetMap content. Expiration date: after 10 years. If you choose to view the map in full screen, you will be linked to the OpenStreetMap website, where additional cookies may be stored.
- > **How long and where is the data stored?** The API servers, databases, and ancillary services servers are currently located in the United Kingdom (Great Britain and Northern Ireland) and the Netherlands. Your IP address and user information are stored in shortened form by the web analytics tool Piwik and will be deleted after 180 days.
- > **How can I delete my data or prevent data storage?** You have the right to access your personal data at any time and to object to its use and processing. You can manage, delete or deactivate cookies that may be set by OpenStreetMap in your browser at any time. However, this will prevent the service from working to its full capacity. For each browser, managing, deleting or disabling cookies works slightly differently. If you want to learn more about the data processing by OpenStreetMap, we recommend that you read the company's privacy policy at https://wiki.osmfoundation.org/wiki/Privacy_Policy

Integration of third-party services and content

We use content or service offerings from third-party providers within our online offering in order to integrate their content and services, such as videos or fonts.

To which categories of persons does the data protection declaration apply?

The data protection declaration applies to visitors and users of our website. It also applies to the login area and persons who have advertised on the bulletin board.

Will my data be passed on to third parties?

With the exception of data sent to third parties through the use of services and content integrated on our website (see above "Integration of services and content of third parties", "Web analytics tools"), we do not pass on the data collected from you through your visit to the website to third parties.

What measures are used to protect personal data?

We take technical and organizational security measures to protect your personal data against manipulation, loss, and destruction, against access by unauthorized persons, and to ensure the protection of your rights and compliance with applicable data protection laws.

The measures taken are intended to ensure the confidentiality and integrity of your data and to ensure the availability and resilience of our systems and services in the processing of your data on a permanent basis. They are also designed to ensure the rapid restoration of data availability and access in the event of a physical or technical incident.

Our data processing and security measures are continuously improved in line with technical developments.

Emails and data you provide in the contact form you send us are not encrypted. Such information can be lost at any time or fall into the hands of unauthorized third parties. For this reason, any submission of personal information and data is voluntary and at your own risk. In this context, any liability of WOKO is excluded. Confidential information must be sent to WOKO by mail or other secure means.

We also take our own internal data protection very seriously. Our employees and the service companies we commission are obliged to maintain confidentiality and to comply with data protection regulations. Furthermore, they are only granted access to personal data to the extent that is necessary.

WHAT APPLIES TO LINKS TO THIRD-PARTY WEBSITES?

This privacy policy applies to the information we collect. If a link to a third-party website is provided on our website, please note that we are not responsible for the content or privacy practices of third-party websites. We recommend that you read the relevant privacy statements of the third-party websites.

WHAT RIGHTS DO YOU HAVE?

With regard to your data, you have the fundamental rights of access, correction, completion, deletion, restriction, objection, and withdrawal.

In the event of a violation of data protection law, or if your data protection rights have been violated in any other way, you have the right to file a complaint with a competent supervisory authority for data protection. The supervisory authority for data protection in Switzerland is the Federal Data Protection and Information Commissioner (FDPIC). If your habitual residence or place of work is in an EU member state, then please contact the supervisory authority responsible for you (cf. Art. 77 GDPR). You can find the contact details of the data protection officer of the Canton of Zürich here: <https://dsb.zh.ch/internet/datenschutzbeauftragter/de/home.html>.

If you have any questions, suggestions or requests, please contact us at the address provided under "Contact", or by email.

Changes in our privacy policy

We reserve the right to change or modify this privacy policy or parts of it at any time at our own discretion. You will always find the latest version on our website.

Please note that the English translation is for convenience only. In the event of any conflict or contradiction between the German-language version and the English-language version, the legally binding version is the German one.