

Privacy Policy and Data Protection Declaration

Through this privacy policy and data protection declaration, the Centre de Bilan Genève (CEBIG) informs you about how it processes your personal data. Personal data refers to all information that relates to you as an individual or that can personally identify you.

The Centre de Bilan Genève, hereinafter referred to as CEBIG, operates under the auspices of the Association pour le Centre de Bilan Genève and aims to enable individuals to assess their achievements, personal and professional skills, which may lead to the development of a professional and/or development plan. The Association operates on a nonprofit basis and is neutral in terms of politics, unions, and religion.

By "individual," it is meant to include participants, consultants, businesses or institutions that are clients, representatives of the company or institution, assessors or experts appointed by CEBIG, and named by the Office for Career Guidance, Professional Training, and Continuing Education.

1- Purpose

All CEBIG employees are bound by the duty of confidentiality, which includes not disclosing any information without the individual's consent. CEBIG places great importance on data protection. Personal data is treated with care and in accordance with applicable legal requirements. This data protection declaration provides information on the processing of personal data and the purposes of this processing. This document covers:

- What rights you have and how to exercise them,
- What data is processed and why,
- Who has access to personal data,
- Under what conditions and to whom CEBIG discloses the data,
- How long personal data is retained,
- What tools are used on the CEBIG website.

This declaration applies to all processes in which CEBIG processes personal data. It applies in particular:

- When contacting CEBIG to schedule an appointment,
- When engaging in a service offered by CEBIG,
- When a company, employer, office, or third-party institution entrusts a service from CEBIG to an individual



2- Data Processing Responsibility

In accordance with data protection regulations, CEBIG is responsible for processing personal data and determines the purposes and means of this processing.

3- Data Protection Queries

For any inquiries regarding data protection, you can contact CEBIG -Centre de Bilan Genève

CEBIG -Centre de Bilan Genève
5, Place de Pont-Rouge
1212 Grand-Lancy
info@cebig.ch

4- Individual Rights

4.1. Right to Information

You can request information about the processing of your personal data at any time. Simply submit a request for information along with proof of identity to the company (see point 3).

We may restrict or deny the requested information if the request contradicts our legal or contractual obligations, our legitimate interests, or the interests of third parties. The request may also be denied if it is abusive. If a significant amount of work is required, a fee may be charged, and you will be informed in advance.

Your request will be processed within the legal timeframe of 30 days. We reserve the right to extend this period if there is a high volume of requests, technical or legal reasons justify an extension, or if we require additional information from you. If an extension is necessary, you will be informed in a timely manner, at least by notification.

4.2. Deletion and Rectification

You have the right to request the deletion or rectification of your personal data at any time. Please send your request for data deletion, along with proof of identity, to the responsible company (see point 3).

This request may be denied if legal requirements require the retention or non-modification of the data, or if there is a justifiable reason to deny the request.

Please note that, in certain circumstances, exercising your rights may conflict with contractual agreements and result in legal consequences for the contract's execution (e.g., early termination of the contract, interruption of the assessment, or additional costs).



5- Definitions

5.1 Personal data

Personal data encompasses all information related to an identified or identifiable natural person. This includes, but is not limited to, name, address, age, email address, phone number, employment status, and current employer.

5.2 Sensitive Personal data

Sensitive data refers to information about religious, philosophical, political, or union opinions or activities, health data, administrative or criminal proceedings, and data related to social welfare measures, as well as data provided by the individual (assessment contents, test results).

If necessary and appropriate, we may process test results for statistical or empirical research purposes, subject to strict confidentiality and anonymization.

5.3 File

A file is a set of personal data whose structure allows for the retrieval of data related to a specific individual.

5.4 Processing of Personal Data

Processing of personal data includes any operation performed with such data, regardless of the methods and means used (including collection, recording, storage, use, modification, disclosure, archiving, deletion, or destruction of data).

5.4 Disclosure of Personal Data

Personal data is disclosed when such data is transmitted or made accessible to others, for example, by distributing or disclosing it to third parties.

5.5 Anonymization

Anonymization is the process of modifying personal data to make it impossible to draw conclusions about the individual it pertains to. Unlike pseudonymization, anonymization is irreversible.

5.6 Pseudonymization

Pseudonymization of personal data is the process by which this data is made unrecognizable. Data that can identify the individual (e.g., name, date of birth, address) is replaced by a pseudonym (e.g., a code). Only the holder of the key can associate the data with the individual (depseudonymization or reidentification).



6- Source of Personal Data

CEBIG processes personal data for the purposes mentioned (see point 7). This data comes from:

- The individual who provides their personal data when contacting us to schedule an initial appointment (first name, last name, address, phone, email, employment status, desired career, employer).
- Public institutions (federal, cantonal, communal) that provide contact details of the individual in connection with the mandate for which they request our services.
- The client employer who provides contact details for an employee, as well as the names, first names, and positions of one or more reference persons in the company.
- Social or social insurance institutions that provide contact details for the registration of a beneficiary.
- Experts and assessors appointed by the Office for Career Guidance, Professional Training, and Continuing Education.

Note: The content of oral interviews, notes, test results, and documents provided by the individual are considered sensitive personal data.

7- Purposes of Data Processing

7.1 Contract Execution

Personal data is used to enter into and execute a contract for the provision of services. This includes at least contact information: title, first name, last name, address, phone, email, employment status, employer, and assessment objectives.

7.2 Communication

The personal data mentioned above is used for communication and responding to the needs of the individual engaged in an assessment process.

7.3 Archiving

All data included in the individual's file is kept for a defined period (see point 11) as proof of the work carried out during the assessment.



7.4 Others

Personal data is not used to create a personal profile of the individual for marketing, profiling, or targeted communication purposes.

CEBIG does not use automated individual decisions.

Anonymized and aggregated personal data is used for the following purposes:

- Informational (Activity Report, Assessment Evaluation),
- Quality improvement of support (tools, methods, structure),
- Development of new services, based on feedback provided by the individual during their support, as well as satisfaction questionnaires returned voluntarily and anonymously at the end of the assessment and approximately one year after the end of the competency assessment.

8- Legal Bases

The legal basis for the collection and processing of personal data depends on the purpose of the processing.

CEBIG processes personal data in accordance with the principles of good faith and transparency for the purposes defined above.

If, exceptionally, these principles cannot be respected, the legality of data processing can still be guaranteed by a justifiable reason. These reasons include :

The individual's consent

- The execution of a contract,
- Compliance with legal or contractual obligations,
- CEBIG's legitimate interests, provided they do not override those of the individual.

The following are considered legitimate interests:

- Compliance with contractual obligations,
- Provision of a specified report or file during the initial contact,
- Satisfaction survey (anonymized).



9- Transmission of Personal Data to Third Parties

9.1 Contractually (defined prior to engagement)

In the cases mentioned in point 6, when an individual is entrusted with a service from CEBIG by a company, office, or institution (with feedback), CEBIG provides the contractually defined deliverables in advance (e.g., a summary of the conducted assessment, a file produced by the individual, or an assessment report received from an assessor). This information pertains only to elements addressed during the assessment process that are essential to the assessment objective, and they are produced and provided by the individual or the appointed professional (career advisor, assessor, expert).

9.2 Financially

CEBIG may need to report, as part of subsidies, the employment status of individuals eligible for financial support for their assessment.

In the event of a payment dispute, CEBIG contacts the Debt Enforcement Office.

10-Sensitive Data

Sensitive information may be shared during individual or group meetings but is not recorded in a database.

Note: This information can contribute to setting assessment objectives, influence the development of professional projects, or justify adjustments to the support provided.

11-Data Retention Period

CEBIG only retains personal data for as long as legally required.

CEBIG retains accounting records, contracts, and commercial correspondence for 10 years.

The contents of the services provided are retained for 5 years to make them available to individuals and control bodies. After this period, they are destroyed.

12-Data Protection

CEBIG stores data securely through organizational, material, and technical measures to protect against unauthorized access.

Digital data is stored locally in CEBIG's offices and protected from external access.

When necessary for coordination with external providers (experts, assessors), shared files hosted on the Infomaniak kDrive platform are subject to their privacy policy



(<https://www.infomaniak.com/en/cgv/politique-de-confidentialite>) and terms and conditions (<https://www.infomaniak.com/en/cgv/conditions-generales>).

Physical documents are stored in CEBIG's facilities and are only accessed by authorized CEBIG staff.

13-Website

CEBIG's website is hosted by Infomaniak and is subject to their terms and conditions (<https://www.infomaniak.com/en/cgv/conditions-generales>).

Visitor data is not collected by CEBIG. Only statistical data provided by the host can provide general information (number of visits, number of pages visited, geographical regions).

The cookies used are session cookies that are deleted at the end of the visit.

14-Amendment to this Privacy Declaration

We reserve the right to modify and supplement this privacy declaration at any time at our discretion and in accordance with data protection legislation. Please regularly check our website for updates.