

Privacy Policy

1. General

- a. Our website www.lisa.swiss ("Website") is operated by Lemania International School Altdorf AG, known as International School Altdorf "LISA", St. Josefsweg 15, 6460 Altdorf, Switzerland ("LISA", "our", "us" or "we").
- b. Swiss data protection law is rooted in the civil law protection of personality rights. The Federal Constitution of the Swiss Confederation ('the Constitution') provides a constitutional right to privacy. Article 13 SFC protects the right to privacy in personal or family life and in a person's home. Article 28 of the Swiss Civil Code ('the Civil Code') and the Federal Act on Data Protection 1992 ('FADP') put this fundamental right to privacy into concrete terms at a statutory level.
- c. In essence, the data processing principles set out in the FADP provide for protection against infringements of personality rights (data privacy) through excessive use of personal data. Article 28 of the Civil Code remains relevant, from a privacy law perspective, where libel, slander, or defamation is the concern. Furthermore, Article 28 of the Civil Code is relevant for the protection of personality rights of legal entities.
- d. We process your personal data (in particular, name, title, address, phone number, credit card number, where relevant) in accordance with Swiss data privacy laws and in the manner set out in the present Privacy Policy (the "Privacy Policy"). We will only process personal data where it is necessary for us to do so and if it is relevant to our dealings with you.
- e. By accessing our Website and/or submitting personal data to us and/or to schools forming part of the International School Altdorf network, you consent to our use of your personal data in the manner set out in this Privacy Policy. Statutory data privacy regulations will apply in addition to this Privacy Policy.

- f. The Website may contain advertising of third parties and links to other sites or frames of other sites. Please be aware that we are not responsible for the privacy practices or content of those third parties or other sites.

2. Processing of Personal data

- a. In connection with the use of our Website, you may automatically or explicitly disclose personal data to International School Altdorf. In case you enter into a dialogue with International School Altdorf through our Website or any other electronic communication channels, such personal data may include, without limitation, your name, phone number, e-mail address and other personal information that you provide voluntarily. Further, whenever you access our Website, date and time of access, your device's IP address, the URL from which you have accessed our Website, transmitted data volume, as well as information on type and version of the browser you are using may be logged.
- b. If you disclose personal data pertaining to third parties to International School Altdorf, you are responsible for the approval of the concerned data subjects and for the accuracy of the information provided.
- c. We process your personal data for the following purposes:
 - processing your requests for information, contact, or a visit;
 - answering enquiries, delivery of materials, documents, etc. for download;
 - processing of your online application for one of our academic programs if relevant;
 - processing of your job application if relevant;
 - analysing the operation and usage of our Website (in particular to determine the number of visitors to different sections of our Website and what information is of most and least interest, technical site design specifications and to identify system performance or problem areas);
 - to prevent security breaches and to insure the integrity of the data on our servers;
 - for our own marketing purposes and in order to send you marketing communications. If you prefer not to receive any marketing

communications from International School Altdorf you can inform us accordingly by e-mail to admin@lisa.swiss

- b. International School Altdorf ensures appropriate data privacy in compliance with statutory requirements. In particular, International School Altdorf protects the Website and all other systems in an appropriate manner by means of technical and organisational measures against loss, destruction, access, modification or divulgence of your personal data by unauthorised third parties. However, unfortunately there may be risks beyond our control and we can therefore not guarantee or warrant the security of any personal data you transmit to or from our Website, and you do so at your own risk.
- c. International School Altdorf may disclose your personal data to schools belonging to the BVIS Group network and to affiliated companies located in Switzerland or abroad for the purposes set forth above. International School Altdorf may also disclose your personal data to other service providers in Switzerland and abroad who process personal data on behalf of and for the purposes of the BVIS Group. Bella Vista Institute of Higher Education Switzerland ensures that such service providers protect your personal data in the same manner as International School Altdorf itself. Data recipients may be located in countries which do not provide for an equivalent level of protection of personal data. However, we will always handle your Personal Data in accordance with this privacy policy.
- d. We do not transfer your personal data to third parties for their own purposes, except to the extent required by legal or regulatory requirements or ordered by state bodies and authorities. We may also disclose your personal data to third parties if you gave us your prior consent or if otherwise provided in this privacy policy.
- e. International school Altdorf stores your personal data for as long as it is either required to by law or as is relevant for the purposes for which it was collected. Statutory data retention requirements remain reserved.

3. Cookies

- a. Our Website uses "cookies". Cookies are small text files stored on your computer by the corresponding web server upon first visit of the Website. This text files contain information (for example your username and/or your language preferences) that can be

read by the web server when the Website is visited again at a later date. That way, you do not need to fill out the same information each time you visit a website.

- b. The personal data collected with the help of cookies are used by the International School Altdorf to improve its services, to personalize your online experience, to analyse the usage of the Website and to optimise the performance of the Website. There is no other use of such data, nor are the data used to identify the user of our Website.
- c. You may refuse the use of cookies by selecting the appropriate settings on your browser, however you should bear in mind that by doing so you may no longer be able to use the full functionality of the Website.

4. Google Analytics

- a. Our Website uses Google Analytics, a web-analysing service by Google, Inc ("Google"). Google Analytics uses cookies allowing the analysis of web usage. Google will use this information to analyse the usage of this Website, compile reports on the web traffic for the Website owners and provide other services related to the usage of the Website and the Internet. Additional information on how Google uses data is available under the following link: <https://www.google.ch/intl/en-GB/policies/privacy/partners/>.

5. Use of Social Plug-Ins

- a. Our Website uses social plug-ins ("plug-ins") from facebook.com, operated by Facebook Inc. ("Facebook"), twitter.com, operated by Twitter Inc. ("Twitter"), linkedin.com, operated by LinkedIn Corporation ("LinkedIn"), (Facebook, Twitter and LinkedIn hereinafter referred to as "Social Networks") and other social media providers. The plug-ins are labelled with an icon of the corresponding Social Network.
- b. When you visit a website containing plug-ins, your browser establishes a direct connection to the servers of the corresponding Social Network. The content of the plug-ins is directly transmitted from the Social Network to your browser and linked to the Website.
- c. If you are logged in on the corresponding Social Network, it can assign the access of the Website to your account of the respective Social Network. When you interact with the plug-ins, for instance with a "Like" button, or add a comment, the information is transmitted from your browser directly to the corresponding Social Network.

- d. Please refer to the data privacy statements of the respective Social Networks regarding purpose and extent of data collection, processing and usage by the Social Networks, as well as your rights in this respect and setting options for protecting your privacy.

6. Right of Access to and Correction of Data

You have a statutory right to request information and/or correction of the personal data which we may hold or process about you, pursuant to statutory provisions. You may also request deletion of the personal data which we hold about you, unless such personal data is required for the fulfilment of a contractual relationship with you. A request for access, correction or deletion is to be sent in writing or via e-mail, accompanied by a copy of your ID, to the following address:

admin@lisa.swiss