

PRIVERA AG

Data protection declaration

1. Introduction

¹ We at PRIVERA AG (hereinafter “PRIVERA”) attach great importance to protection of your data and privacy. When processing your data, PRIVERA complies with the Federal Data Protection Act (DSG) and with the Ordinance implementing the Federal Data Protection Act (VDSG). Appropriate technical and organisational measures ensure that the statutory data protection requirements are respected and data security guaranteed.

² We explain below how PRIVERA handles your data.

2. Scope of application - Responsibility

¹ This data protection declaration applies to all information about a specific natural person or a natural person who can be determined or identified or is identifiable and which constitutes personal data within the meaning of DSG (referred to below as “personal data”).

² This data protection declaration applies to all use of personal data by PRIVERA or to any process controlled by PRIVERA involving personal data. This is referred to below as “processing”. Special data protection provisions for individual areas of the PRIVERA websites, in particular for the tenants’ portal, are reserved.

³ PRIVERA is the entity responsible for processing your personal data and can be reached at the following address:

PRIVERA AG
Compliance
Worbstrasse 142
3073 Gümligen (Switzerland)
E-Mail: compliance@privera.ch
Telephone: +41 58 715 60 00

⁴ PRIVERA websites may contain links to websites that are operated or controlled by third parties, e.g. if you follow us on social platforms such as Facebook, Instagram, LinkedIn, Xing or YouTube. This data protection declaration does not apply to such third-party websites. Please therefore take note of the particular data protection declarations of the third-party websites, as these are outside the scope of PRIVERA surveillance and therefore do not fall within PRIVERA’s responsibility.

3. PRIVERA websites

¹ Whenever you visit PRIVERA websites, the following data among others are automatically collected (server log files) in order to make PRIVERA websites available to visitors; the data concerned are transferred by your Internet browser to us or to our webspace provider:

- browser type and release
- operating system used
- website from which you visit us (referrer URL)
- website that you visit
- date and time of your access
- your Internet protocol (IP) address

² These anonymous data are saved separately from any personal data indicated by you and therefore do not enable a particular individual to be identified. They are evaluated for statistical purposes in order to optimize PRIVERA’s Internet presence and offers, make them more secure, trace and correct errors faster and control server capacities.

³ PRIVERA uses cookies on its websites. See the PRIVERA Cookie Policy for further details.

⁴ The statutory grounds for respecting justified interests in connection with the operation of PRIVERA websites provide the legal basis for the collection and saving of the above data about visitors to PRIVERA websites.

4. Electronic communication

¹ PRIVERA calls your attention to the fact that the transfer of unencrypted information by e-mail or web form is not secure.

² If you disclose information by e-mail without taking appropriate protective measures, you should be aware that unauthorized third parties may access such information and therefore collect, use or even falsify data without your consent. Information that is sent by e-mail or web form may also, under certain circumstances, go abroad during transfer, although the sender and recipient are both in Switzerland. You must therefore allow for the possibility that your information may also be transferred to a country in which the data protection standard is lower than in Switzerland.

³ If you nevertheless communicate with us by unencrypted e-mail or web form, we assume that you explicitly wish to enter into this type of communication with us. In that case, you agree that we may answer you or send the desired information, including personal data, likewise by unencrypted e-mail.

5. Making contact with PRIVERA

¹ When you contact PRIVERA by letter, e-mail, web form or telephone, the personal data notified by you will be used by PRIVERA exclusively to process your enquiry and communicate with you. In this connection, your contact data, such as your name, postal and e-mail address, telephone number and content of the enquiry, will be processed. Depending on the content of your enquiries, data about third parties may accompany the processed personal data.

² Personal data are only disclosed to third parties after consulting you and obtaining your consent. Personal data in connection with the enquiry are regularly erased if they are no longer needed to process your enquiry. They are then erased unless the personal data are still needed for other purposes resulting from your enquiry (e.g. to sign an agreement).

³ The legal basis for processing your own personal data or those of third parties pursuant to this Section 5 is the consent granted by you or else (if third parties are involved) the statutory grounds for safeguarding justified interests in connection with the processing of your enquiry by PRIVERA.

⁴ You are entitled to withdraw your consent to the processing of your personal data in order to answer your enquiry at any time and you may object to further data processing. In that case, the personal data will be erased and no further action taken on the enquiry. If the personal data obtained after you have made contact with us are processed for other purposes, e.g. on the basis of an agreement that has been signed in the meantime, the principles applicable to the relevant circumstances will apply to the withdrawal of consent and to the objection to data processing.

6. Property rental applications

¹ If you apply to rent a property, PRIVERA not only processes your contact details, but also the information and supporting documents accompanying your application (e.g. date of birth, civil status place of origin/nationality, residence permit, occupation, employer, income, information about your debt collection situation, present/previous lessors, references, other occupants/children, pet animals, instruments, vehicles etc.). The personal data that are processed may also include information about third parties, e.g. partner/spouse, members of family/household, employer, reference persons etc.

² The purpose of the processing is to examine your application (including a creditworthiness check and information/references obtained from third parties), discuss a possible rental relationship with you and, if appropriate, prepare and complete an agreement. Indication of the personal data referred to above is voluntary, but we cannot process an application without the necessary personal data. After the application procedure has been completed, the personal data connected with it will be erased and the documents provided by you either returned or destroyed. If a rental agreement is concluded, the personal data will be further processed to draw up the rental agreement.

³ The legal basis for processing your own personal data and possibly those of third parties pursuant to this Section 6, is either the consent granted by you or else the statutory grounds for safeguarding justified interests and concluding and implementing agreements.

7. Job applications

¹ If you apply for a job, PRIVERA processes your contact details as well as the information and documents provided by you with your application (e.g. motivation letter, family status, CV, education, testimonials, knowledge and skills, interests, references, qualifications etc.). Other personal data may also be needed in the course of a job application, depending on the particular post and profile. The personal data that are processed may likewise include information about third parties, e.g. family members, former employers, reference persons etc. as well as personal data that qualify for special protection, such as information about health.

² The purpose of the processing is to ascertain your suitability for the post concerned (including the collection of information/references from third parties), to discuss a potential recruitment with you and, if appropriate, to prepare and complete an agreement. Upon completion of the application procedure and if no agreement is then signed, one month after the expiry of the three months period allowed for a complaint to be made pursuant to Art. 8, para. 2 of the Federal Act on the Equality of Men and Women, the personal data connected with the application will be erased and the documents made available by you either returned to you or destroyed. If an agreement is reached, the personal data and documents will be placed in the personal file. With your consent, we may also keep your application pending with a view to a possible later recruitment if PRIVERA – or you – do not then enter into an employment relationship. Indication of the relevant personal data is voluntary, but we cannot process an application without the necessary personal data.

³ The legal basis for processing your own personal data and those of potential third parties pursuant to this Section 7 is either the consent granted by you or the statutory grounds for completing and implementing agreements.

8. Agreements

¹ The personal data sent to PRIVERA, collected by PRIVERA itself or generated by it in connection with the preparation, completion and implementation of agreements will be processed only to the extent or for the purpose that is necessary with a view to the possible completion or implementation of an agreement, including e.g. depending on the nature of the agreement, a creditworthiness check and the collection of information/references from third parties, background checks, determination and verification of performance, customer service, personnel administration, supplier qualification, maintenance of properties/rented properties, processing claims for damages, calculation of rental and ancillary charges, billing/cash collection/payment transactions, address management, agreement management/adaptation, safeguarding of contractual claims, correspondence.

² Personal data are stored as long as is necessary for the attainment of the data processing purpose. However, they will be erased at the latest when the contractual relationship ends, provided that there is no statutory obligation to keep the information for longer (e.g. on the basis of bookkeeping requirements or tax law) or to store such information with a view to safeguarding PRIVERA's legal claims.

³ PRIVERA only discloses personal data to third parties to the extent that such third parties perform tasks in connection with the preparation, completion and implementation of agreements and that PRIVERA requires personal data for the performance of such agreements. Depending on the nature of the agreement, these third parties include e.g. credit and economic information providers, reference persons, legal advisers/notaries, banks, debt collection agencies, building, social and other authorities, property owners/lessors, architects/engineers/building contractors/tradesmen, potential tenants and purchasers of properties/apartments, civil liability and property insurers. In addition, PRIVERA may disclose data to third parties to safeguard legal claims, pursue or prevent actions that are in breach of contract or of the law and also in connection with the sale or restructuring of PRIVERA. PRIVERA further reserves the right to instruct third parties to process personal data on behalf and on the instructions of PRIVERA (known as commissioned data processing), e.g. IT service providers, cleaning and caretaking companies, courier services. If the recipients of commissioned data or data processors are located abroad and the country concerned does not have any appropriate statutory data protection provisions, PRIVERA will respect the special determining statutory conditions that apply in such cases.

⁴ The legal basis for processing your own personal data and those of potential third parties in connection with the preparation, completion and implementation of agreements is either the consent granted by you or else the statutory grounds justifying the preparation, completion and implementation of agreements.

⁵ Premature erasure of data which are processed for the preparation, compilation and implementation of agreements is possible only if there are no contractual or statutory requirements that prevent such erasure.

9. Right to information and further rights of the persons concerned

¹ You are entitled to ask PRIVERA at any time to provide information as to which data PRIVERA processes about you and for what purposes, the origins of the data if they were not obtained from you, for how long they are to be stored or the criteria for deciding on the length of storage and to which categories or recipients the data may be disclosed.

² Subject to the statutory requirements, you also have the rights to withdraw your consent to data processing, to request the release or transfer of data, to ask for data processing to be blocked or halted and to require your data to be corrected and erased.

³ To exercise your rights to put questions about the processing by PRIVERA of any personal data that it holds about you, please contact the following address in writing:

PRIVERA AG
Compliance
Worbstrasse 142
3073 Gümligen

10. Updates

¹ PRIVERA may update this data protection declaration at any time. The date of the latest update appears at the end of this data protection declaration.

Latest update: 03.06.2021