

Privacy Policy

Information on the collection of personal data at the Swiss Institute of Emergency Medicine AG

The Swiss Institute of Emergency Medicine (SIRMED) dedicates its utmost attention to data protection. This information is intended to show you how we process your personal data at SIRMED and inform you of your rights grounded in data protection law.

The SPG Privacy Policy informs you about data collected via the website.

1. Who is responsible for the data processing and who can I contact?

Data processing is the responsibility of:

Swiss Institute of Emergency Medicine AG
Managing Director
Guido A. Zäch Strasse 2b
CH-6207 Nottwil

The data protection officer can be contacted at:

Swiss Paraplegic Group
Information security and data protection officer
Guido A. Zäch Strasse 1
CH-6207 Nottwil
E-mail: datenschutz@paraplegie.ch

2. What sources do we use?

We process all your personal data which we receive from you or your employers as part of your educational course, training and further training at SIRMED or which we collect as part of your participation in our training sessions.

For the purposes of training, video and voice recordings are taken of the lessons in some instances (and deleted again on the same day). As part of an application procedure for a position, you make your personal data available to SIRMED via your application for the purpose of job searching. Your data is processed by the HR department of the Swiss Paraplegic Centre and stored and processed on the systems of our software partner Haufe-umantis AG.

If you are a business partner (i.e. you teach as a freelancer or are a supplier), we process the data which we receive from you as part of this legal relationship.

There is the possibility that you will be captured by our surveillance cameras at various public places (e.g. car parks, material handling areas, entrances and exits of SPG buildings) – the places will be marked.

3. Which data is collected?

When you register for courses, we collect the following data: first name, surname, address, telephone number, e-mail address and date of birth. You can also voluntarily indicate your title, job, institution/clinic and fax number.

We also process all data of our students which we have to collect on the basis of legal provisions (Vocational and Professional Education and Training Act and Ordinance, federal core syllabus for paramedics and EAER Ordinance on the Minimum Requirements for the Recognition of Study Programmes and Continuing Education and Training at Professional Education Institutions) in our training administration tool.

The cameras, which record the lessons to some extent, provide video and voice recordings of the people involved in the lesson.

For other contractual relationships, such as a business relationship or similar, we collect all data that we need in order to fulfil contractual or legal obligations.

Within the course of an application procedure for a position, the data from the application documents such as your cover letter, CV, professional, educational and training qualifications as well as work references are collected.

Surveillance cameras in high-security places on the Paraplegic Group campus in Nottwil (including car parks) may film you. Facial recognition software is not used.

4. Why do we process your data (purpose of processing)?

We process your personal data in accordance with data protection law and other legal provisions. We use the processed personal data to carry out the booked educational course, training and further training at SIRMED.

We also use your contact details to inform you about SIRMED offers from time to time.

The video and voice recordings of the lessons are used solely for training purposes. They make it possible for us to reflect on and evaluate the lesson and behaviour of the participants following the lesson.

In our business relationships with you as a business partner, the data is solely collected for the purpose of the business relationship.

The data collected for an application is stored in the above applicant database and is only stored, evaluated, processed or passed on within the company within the context of your application. It can only be accessed by employees of SPC's HR department and the people at SIRMED responsible for the selection process. Your data will never be passed on to another person or company or used for other purposes.

The video surveillance at high-security places of the Paraplegic Group campus in Nottwil is used to deny access to the premises to unauthorised persons and to collect evidence in the event of theft and property damage. In the event of criminal offences, property damage, etc., it should also be possible to provide investigating authorities with relevant information which could help to determine the perpetrators.

5. Who receives my data?

Within SIRMED, those bodies that need your data to fulfil our contractual and legal obligations will have access to it. Service providers and vicarious agents can receive data for these purposes. They must observe professional secrecy in this regard.

Provisions under supervisory law or provisions of licensers require us to regularly inform supervisory authorities or licensers in particular about personal data relevant to training.

The video recordings of the lessons are deleted on the same day and are not used by SIRMED beyond the training purpose or passed on to you or third parties.

The HR department at the SPC is responsible for managing personnel at SIRMED. Applicant data is processed by the SPC HR department and stored and processed on the systems of our software partner Haufe-umantis AG. Secure transfer is ensured with 128-bit encryption.

The data collected from the video surveillance on the Nottwil campus will only be disclosed to third parties on the basis of a legal obligation or for the assertion of a legitimate interest of a Paraplegic Group organisation.

6. Is data transferred to a third country?

Data is never transferred to places outside of Switzerland (so-called third countries) without your consent.

7. How long is my data stored for?

We process and store your personal data for as long as it is required for the fulfilment of our contractual and legal obligations. It is worth noting in this respect that our relationships to you as a customer are a continuing obligation which are intended to last for years.

The video recordings of practices are deleted on the training day.

If the data is no longer necessary for the fulfilment of contractual or legal obligations, it will be erased on a regular basis.

If you are employed at SIRMED, your applicant data will be included in your employee file.

If you applied but were turned down, your information will be erased around 24 months after the application procedure has come to an end so that we can answer any questions the regional job centre may have. You are not informed of the data's erasure. If we want to include your data in a talent pool, we will obtain your explicit consent.

Video recordings of the campus will be automatically deleted after 60 days at the latest. It is only possible to store the videos for longer if this is done so in connection with an assertion of claims.

8. What are my data protection rights?

As a data subject, you have the right to information, inspection, rectification and erasure (not applicable to patient data which must also be retained in the public interest) as well as to the restriction of processing. You may revoke consent you have given for data processing at any time. Please note that the withdrawal of consent is only effective for the future. Processing executed before the withdrawal is not affected thereby. Excluded from this are agreements concluded for a definite period (e.g. consent for the usage of an image for printed content).

The rights of the data subject can be asserted in an informal manner. A request is to be addressed to:

Swiss Paraplegic Group
Information security and data protection officer
Guido A. Zäch Strasse 1
CH-6207 Nottwil
E-mail: datenschutz@paraplegie.ch

9. Erasure of data

The data we store will be erased as soon as it is no longer required for its purpose and the erasure is not in conflict with any legal retention obligations. If the user's data is not erased because it is necessary for other purposes permitted by law, its processing will be restricted. This means that the data is blocked and not used for other purposes. This applies, for example, to user data which must be stored for reasons under trade or tax law.

10. To what extent is automated decision-making carried out?

The SPG does not carry out any fully automated decision-making based on the information we have.

11. Is profiling carried out?

No profiling is carried out with the data collected via this website.

12. Security measures

We take organisational, contractual and technical security measures according to the state of the art to ensure compliance with the provisions of data protection laws and thus protect any data we process from accidental or intentional manipulation, loss, destruction or access by third parties.

13. Changes to the Privacy Policy

Changes to this Privacy Policy may be necessary as part of the further development and implementation of new technologies. We therefore recommend that you reread this Privacy Policy from time to time.

SIRMED, January 2019