

# PRIVACY POLICY

The following provides information about the collection of personal data when using the website [www.eumzug.swiss](http://www.eumzug.swiss), including subdomains and apps (hereinafter "Website").

## Identity of the Controller

The municipal authorities that are subject to the relocation notification and offer the electronic relocation notification are responsible for data processing.

## Purposes of Processing and Legal Basis

The data is processed on behalf of the participating cantons in accordance with their cantonal law solely for the purpose of processing relocation notifications within Switzerland.

eOperations Schweiz AG does not process personal data for its own purposes, with the exception of anonymisation for the compilation of statistics on the number of relocation notifications made per calendar year.

## Data categories and data origin

The data you provide when using the website will be processed. These are:

- Last name (official name)
- First name(s)
- Gender
- Date of birth
- AHV no. (social insurance number)
- Previous address
- Destination address
- First name(s) and last name of family members
- Address with EWID and EGID
- Date of relocation to and from
- Contact details of the person submitting the request (telephone number and e-mail address)
- Fees
- Amount paid
- Uploaded documents (if provided for by the participating canton)

Voluntarily at the request of the person relocating (if provided for by the participating canton):

- Information about dogs kept
- Request parking permit for moving day
- Mandatory basic health insurance details

## Recipient

Primarily, the data collected on the website is forwarded to the respective municipalities within Switzerland for the purpose of processing relocation notifications. In addition, the data shall also be disclosed to the following third parties for the same purpose, to the extent required by law:

- eOperations Schweiz AG, Speichergasse 39, 3011 Bern as Processor of the respective municipality;
- Service providers of eOperations Schweiz AG (Aspectra AG, Emineo AG);
- Third parties, provided that an exchange of data with them is necessary for the processing of the relocation notifications (Federal Statistical Office (FSO) for queries regarding building and housing registers) or the relocating person has expressly given their consent to disclosure (SASIS AG for queries regarding health insurance companies).

These recipients are located and process the data in Switzerland.

If you have to pay fees as part of your relocation notification, data about you will be transmitted to the payment system provider. The website enables payment via BillingOnline. The provider of this payment system is Post CH Communication Ltd, Wankdorfallee 4, 3030 Bern, Switzerland. For the processing of the payment, the payment system provider collects data on your payment method, such as your name or credit card details.

## Server log files

As with any connection to a web server, the server logs and stores certain technical data. These are:

- IP address
- Date and time of the server request
- Time zone difference to Greenwich Mean Time (GMT)
- First line of the request
- Access status / HTTP status code
- Size of the response in bytes
- Referrer URL (source from which you came to this page) browser type and browser version
- Used TLS Version and SSL Cipher
- Names of session cookies

This is necessary for technical reasons in order for us to make our website available to you. The web hosting provider takes technical and organisational measures to protect this data against unauthorised access and does not share it with third parties. This data is not combined with other data sources. This data is only actively processed if specific indications of unlawful use become known.

The retention period for this data is 4 months.

## **Technically necessary cookies**

This website uses session cookies. Session cookies are used to definitively identify an access so that the relocation process can be handled securely on the website. Session cookies are technically necessary.

## **Analysis tool**

For evaluation purposes, the website uses Matomo, a self-hosted open source software, to collect anonymous usage data for this website.

This anonymous data on visitor behaviour is collected in order to identify possible problems such as pages not being found or search engine problems. As soon as the data (number of visitors, who see error pages or only one page, etc.) is processed, Matomo generates reports for the IT provider to react to. Matomo does not process any personal data.

Matomo processes the following data:

- Session cookies
- Anonymised IP addresses
- Pseudo-anonymised location (based on the anonymised IP address)
- Date and time
- Title of the page accessed
- URL of the page accessed
- URL of the previous page (if allowed)
- Screen resolution
- Local time
- External links
- Duration of page loading
- Country, region, city (with low accuracy due to anonymised IP address)
- Main language of the browser
- User agent of the browser
- Interactions with forms (but not their content)

You can disable the analysis tool at any time using the corresponding functions of your web browser.

The retention period for anonymous user data is 1 year.

## **Social media presence**

Insofar as this website refers to social media such as Facebook, Twitter or Instagram, this is only done through links, not by running programmes (plugins). Therefore, no

personal data is transferred to social media when you access this website or click on the social media logos.

## **Duration of data storage**

Personal data on electronic relocation notifications are anonymised reliably after 90 days.

## **Data Security**

We maintain up-to-date technical measures to ensure data security, in particular to protect your personal data against the risks associated with data transmission (protection by encryption) and against third parties becoming aware of it. These are adapted to the current state of the art in each case.

This website uses SSL/TLS encryption for security reasons and to protect the transmission of content. You can recognize an encrypted connection by the fact that the address line in the browser changes from "http://" to "https://" and the lock icon on the address line.

If SSL or TLS encryption has been enabled, the data you transmit to us cannot be read by third parties.

## **Your rights as a data subject**

You have the following rights in accordance with the applicable cantonal data protection law:

- Right to information
- Rectification
- Erasure
- Right to place restrictions on processing
- Right to notification

In order to assert your rights, you must contact the municipality subject to the notice of relocation.

Please note that the municipalities reserve the right to enforce the restrictions provided for by law, for example if they are obliged to retain or process certain data or require it to assert claims.

The exercise of such rights usually requires that you clearly prove your identity (e.g. by means of a copy of your identity card, if your identity is not evident otherwise or cannot be verified).

In addition, every data subject has the right to enforce his or her claims in court or to file a complaint with the relevant cantonal data protection authority in accordance with the applicable law.

# **Changes to the Privacy Policy**

This data protection declaration may be amended at any time without prior notice within the scope of the statutory provisions. The current version, as published on our website, shall govern.

Version of: january 2023