

Privacy and data protection policy

In order to offer you a more comfortable browsing experience, our Website <http://www.lotuspartners.ch> uses some Cookies. These are used in particular to distinguish you from other users and to memorise your browsing preferences.

Please read this charter carefully to ensure you are fully informed. You will be deemed to have given your consent if you continue to visit the Website or if you click on OK in the menu informing you about the Cookies used. If you refuse the use of Cookies, please stop using the Website immediately.

Lotus Partners SARL aims to provide maximum protection of Personal data that you entrust to the company by creating a profile on our application tool. This charter also covers the management of your data, including your Personal data.

1. Definitions

"Cookie" means a small-sized text file saved on your computer by our Website when you visit it or when you use certain features. The Cookies used by the Website are listed in full in the information window via which you access this charter. They include third-party Cookies.

"Third-party Cookie" means a Cookie from an organisation other than the Website operator.

The **"Data protection act"** means the Privacy and Electronic Communications Directive as amended by Directive 2009/136/EC and Regulation (EU) 2016/679, the General Data Protection Regulation ("GDPR"), as well as the Swiss Federal Law on Data Protection ("LPD"). Unless indicated otherwise, references to the Data protection act are comprehensive.

"Personal data" means any data that relates to an identifiable person and who can be identified by this data in a direct or indirect way, according to the definitions adopted in the Data protection act.

"Website" means <http://www.lotuspartners.ch>, property of Lotus Partners SARL.

"Connection terminal" means any multimedia device such as a computer, a smartphone, a tablet or any other device used to access the Website and which can store Cookies.

2. Use of Cookies

The Website can save some Cookies in the memory of your Connection terminal. The Cookies used by the Website and their purposes are as follows:

- MyFonts

MyFonts is a Monotype company. We use their services on our Website to ensure that our visual identity's style guide is maintained. This tool retains and transfers statistical data anonymously to the MyFonts servers. It is particularly useful for complying with licensing fees for the fonts used.

More information at this address: <http://www.myfonts.com/info/terms-and-conditions/#Privacy>

- Google Maps

Google Maps is used on our Website and more specifically on the Contact page. We have chosen to use it to enable you to find us more easily when you travel to appointments at our premises.

Google Maps uses the following information :

- Devices or applications used
- Parallel activities on Google services (searches, advertising interactions, etc.)
- Geographical position
- Websites viewed which use Google services

More information at this address: <https://policies.google.com/privacy>

- Google Search Console

Google Search Console is used to monitor and adjust the SEO of our Website. This tool also enables you to remove content as quickly as possible if a request is sent to us.

3. Google Analytics - <https://analytics.google.com/>

The Website uses Google Analytics tools. These tools enable Lotus Partners SARL to view the Website's anonymous usage statistics, particularly volumes of Website traffic in order to understand how the Website is used to further improve the browsing experience. This data does not enable Lotus Partners SARL to identify you through use of the Website.

4. Acquisition of Personal data

The Website does not automatically process any Personal data. However, in order to facilitate the transfer of your application, it includes a "Job vacancies" section in which it is possible for you to apply for our job offers or send us a spontaneous application. All Personal data transferred via this channel is processed directly on the Vincere platform (<https://www.vincere.io>). Personal data, like all other data, is under the control of Lotus Partners SARL under the terms of an ad hoc agreement between Lotus Partners SARL and the Vincere platform which can be viewed [here](#).

Processed data includes Personal data in particular, but contains any information transferred through our application tool, i.e. in particular your contact details (first name, surname, postal address and e-mail, telephone number, etc.), your curriculum vitae, any employment certificates, reference letters, academic qualifications and your covering letters.

In order to be able to contact you when a job matching your profile is available, we store your Personal data as long as your profile has not been closed.

With respect to Personal data transferred via our application tool, the Data protection act gives you the following rights:

1. The right to be informed that your Personal data is being processed and what we are using it for, including the length of time it is stored if applicable;
2. The right to access this Personal data;
3. The right to portability of your Personal data, or the right to be given a copy of your Personal data;
4. The right to correct or modify any Personal data;
5. The right to demand the deletion of all of your Personal data;
6. The right to restrict processing of your Personal data.

5. Consent to the use of Cookies and processing of data

Before Cookies are stored on your Connection terminal, you will be prompted to consent to this via a "pop-up" window. It is understood that your consent is for any subsequent visit to the Website. You can withdraw your consent at any time by deleting your profile on our application tool. All data relating to your account will then be immediately permanently erased. On request, a copy of said data can be given to you.

In addition, the browser on your Connection terminal enables you in principle to disable the use of Cookies and delete those already stored.

It is understood that by creating an account on the Website and transferring data, including Personal data, with our application tool you consent to allow Lotus Partners SARL to process your data, including your Personal data, by transferring your application to a potential employer, and this with a view to making it possible for you and the latter to enter into an employment contract or with a view to starting to work for an employer in any other way.

6. Changes to the charter

This charter may be changed without notice. However, if the Website uses new Cookies, your consent will be required again.

7. Implementation of your rights and information

If you wish to exercise the rights conferred on you by the Data protection act, or for any question, you can send an e-mail to dataprotection@lotuspartners.ch.