

# Privacy Statement of Sign Language Assessment Services Haug

Effective as of 1 September 2014

Terms to denote persons refer to men and women as well as several persons.

## Who we are

Sign Language Assessment Services Haug ("**SLAS**") is a business operating in the field of sign language. SLAS runs the website [www.signlang-portal.com](http://www.signlang-portal.com) (referred to as the "**website**"), on which sign language tests can be generated: Website users can provide sign language tests on the website ("**providers**" or "**tests**") and other users ("**participants**") can then use the tests to assess their sign language competence.

Personal data transmitted to us via our website, or otherwise, is collected, used and modified by SLAS. Providers are also permitted to do so if you are using one of their tests.

## Personal data – a matter of trust

We look at our customers, as well as associates and companies working with us, as our partners. Therefore it goes without saying that we collaborate with them in order to protect their personal data. We treat all personal data in accordance with Swiss and EU law. Providers and all of us at SLAS only collect data we require to enable and facilitate your use of our services for you. The present privacy statement explains which data we collect, how it is used and how it can be accessed, modified and deleted.

## Why we collect data

If you are using services provided by SLAS or a provider and we are thus working for you, SLAS and the providers will require a customer name or company name and address, telephone number and email address, in order to provide the services properly, to answer questions and to solve problems that may arise. Natural persons will also need to provide their date of birth.

In certain cases, providers and participants may also have to supply a series of further information if they wish to make available or use tests. Providers may require information on e.g. the place of work, whether users have a hearing loss and which sign language skills they have. Furthermore, providers may request participants of their tests to provide information on whether they attend a special school for the deaf, the severity of their hearing loss and if any of their family members have a hearing loss. Providers may also request additional information relevant for their tests. Please only pass on information about relatives or third parties with their express consent. You will receive information on the data required upon general registration on the website and upon registration for individual tests.

In addition, we or the provider may also save the results achieved during the test. We occasionally conduct surveys to ask you your view or preferences on certain tests, our services or other topics.

If a person is a minor or for any other reason has restricted legal capacity, we will also require the personal data of the authorized or eligible representative. Should we need further information in certain cases, we will clearly announce this in advance.

## **Strict supervision of data transmission to third parties**

We generally do not disclose personal data to other persons or companies. The information we collect is used exclusively by SLAS as well as by the providers who make available certain tests on our website: Only if you register or use any of the tests, we will make your personal data available to the providers. This will save you from entering your data each time you want to use a test. Occasionally, in order to achieve optimal results, third parties, e.g. external programmers, need to be consulted. In some cases, we pass on information to these companies/persons in order to enable further processing. SLAS saves all data regarding the website, participants or the tests on servers of third-party suppliers. All servers are located in Switzerland. The suppliers are bound to refrain from duplicating the data. The suppliers may be based in Switzerland or a country of the European Union. From there, they may access and modify the data.

All persons and companies to whom we make personal information available must undertake vis-à-vis SLAS to treat all data confidentially, in order to prevent any data abuse. SLAS will carefully select, instruct and supervise these persons.

If you expressly agree, SLAS may make available personal data to universities or other educational or research institution establishments for research purposes. With your express consent, providers may also use the respective data for research purposes. In any case, you will be informed in advance about the data that which be so used, who might be provided with the data and for which purpose the data is to be used.

We are bound to use adequate security systems, in order to protect your personal data against foreseeable risks. In addition, and as a general principle, we anonymize personal data before saving it: Only persons who genuinely need to know the personal data for their work will be provided with your name.

## **Obligations of providers**

Providers may also collect, use and modify personal data. Providers and their assistants are obliged to comply with the present privacy statement as well as with Swiss and EU data protection laws and any further applicable data protection provisions. Providers shall ensure that as few persons as possible within their organization have access to the data. Providers only have access to data related to their tests.

Providers are, in all cases, bound to only collect data that is vital for their tests. As a rule, this only includes data already collected by SLAS and data regarding the use of a test. Providers are bound to not disclose under any circumstances data to third parties. In particular, all data regarding the use of a test, e.g. test results, remain stored on the servers provided by SLAS. Furthermore, SLAS will only access test results if there is a special reason for this.

## **Scope of the secrecy obligation**

SLAS endeavours to keep personal data strictly confidential and to protect it in the best way possible. In order to safeguard legitimate interests, SLAS may, in certain cases, disclose certain personal data. This may happen e.g. (i) for the adherence to legal obligations, (ii) in legal disputes or debt recovery proceedings or (iii) for investigations into the identity of portal users in cases of doubt.

## **Collecting and using information / cookies**

When you access the website, your access data (IP address, time of access, activated content, etc.) may be saved. However, we will not carry out any person-related evaluation. Data may only be saved and evaluated for statistical reasons, e.g. to establish how many persons visited the website. This data is treated as strictly confidential and in compliance with the present privacy statement.

Cookies store anonymized information about the use of the website. SLAS and the providers may use cookies to obtain information on the services or tests used by you, which test results you achieved etc. Cookies can be enabled or disabled in your browser's internet options.

## **Data access**

If SLAS has saved any of your personal data, you may access, update, modify or delete it at any time. You may also learn if SLAS has saved any of your data at all. You may do this by contacting us as described below. SLAS generally requires a proof of identity.

At your request, we will also inform you about how we collected the data and if or how it was used. Your data is intended for our use only or for the use of the provider and, in compliance with EU and Swiss data protection laws, we only save data relevant and required for the above-described purposes. Furthermore, we delete your data when we no longer require it.

## **Contact with SLAS**

SLAS will only contact you if requested and upon you contacting us. If you would like to be contacted by SLAS but do not wish to receive information about SLAS products or other topics, you can simply inform us accordingly as follows:

### **Sign Language Assessment Services Haug**

Ackermannstrasse 6, 8044 Zürich, Switzerland

Email: [contact@slas.ch](mailto:contact@slas.ch)

Telephone: +41 (0)76 418 98 66

If you would like us to update your data or if you have any other concerns, please do not hesitate to contact us.

Zürich, 1 September 2014