

## **Privacy and Personal Data Protection Policy**

We take the protection of your personal data very seriously.

This Policy describes the methods that we use to collect, store, process and use your personal data.

By providing us with such personal data and/or by using our services, you are consenting that we collect, store, process and use your personal data according to the applicable law and to the terms and conditions of this Policy.

If you do not agree with this Policy, please do not provide us with any personal data. If you refuse or withdraw your consent, or if you choose not to provide us with the required personal data, we may be totally or partially unable to provide you our services.

Should you have questions or comments regarding this Policy or suggestions regarding its improvement, please contact us at [privacy@gestaparticulier.ch](mailto:privacy@gestaparticulier.ch).

### **Collected Data**

We collect, use and share, diligently and in strict compliance with the laws pertaining to the protection of data, the personal data that you freely choose to share with us when you decide to use all or part of our services (such as your name, gender, preferred language, password, post address, email address, phone number, etc.).

In order to render our services, we may further require you to provide personal data concerning yourself or your relatives (such as their name, gender, birthdate, etc.). By providing personal data on underage minors, you confirm that you are their legal guardian. We undertake not to use any personal data if we are aware that they were provided by an underage minor, without his/her parent or guardian's consent. If you are the parent or guardian and believe that your personal data regarding your child are collected without your consent, please feel free to contact us at [privacy@gestaparticulier.ch](mailto:privacy@gestaparticulier.ch).

Furthermore, we also collect and use data regarding your use of and your behaviour on our website (such as your browsing preferences, statistics regarding the pages that are most visited on our website, etc.).

By submitting personal data, you undertake to provide us with information, which is true, current and complete at the time of submission. You are solely responsible for the accuracy of your personal data and shall inform us of any amendment thereto. We shall bear no liability for the consequences of inaccurate or untrue data.

### **Use of Personal Data**

As a general rule, your personal data will not be used for any other purposes than those for which they were intentionally provided to us. Your personal data are shared or transferred to third parties if such sharing or transfer is authorized by you or required to achieve the purposes for which you have transferred them to us.

Personal data may also be shared with third parties when required by law or by a court order, or upon sale of our business.

Further to the process of your personal data according to the purposes for which you intentionally provided them to us, we reserve our right to use all or part of your personal data for other purposes, such as to communicate with you, conduct surveys or recommend those of our services that could be of interest to you. You may, at any time, object totally or partially to the use of your personal data for such purposes (opting-out) by writing to at: à [privacy@gestaparticulier.ch](mailto:privacy@gestaparticulier.ch).

## Cookies

In order to optimize our services, we use cookies and other tracking technologies (such as those based on the web-beacon technology). Cookies are little files that are stored on your data storage medium and that memorize, through your Internet browser, some configurations and data in order to exchange them with our system. You may find further information on cookies on [www.allaboutcookies.org](http://www.allaboutcookies.org).

Because of our use of cookies, we can deliver faster service, consistent, updated results, and a more personalized site experience. We may in particular use the following cookies:

**Strictly necessary cookies:** these are cookies that are required for the operation of our website and for you to be able to complete services you ask for. They include, for example, cookies that enable you to log into secure areas of our website. Those cookies are conserved until the end of your session.

**Functional cookies:** these cookies record information about choices you make on our website, such as your user name, language or the region you are in. In this way, we are able to personalize your visit on our website. Those cookies are conserved until the end of your session.

**Performance cookies:** these "analytical" cookies allow us to collect information about how visitors use our website, for example to count visitors and to see how visitors move around our website. They record your visit on our website, the pages you have visited and the links you have followed. These cookies do not collect information that identifies you. In order to continuously improve and optimize our website, we use the Google Analytics™ governed by the terms and conditions of Google Inc.. These Google services are web-analysis services allowing us to better understand user behaviour on our website. The information produced by such cookies (including your IP address) may be sent to - and stored on - Google's servers in the United States and thus subject to foreign legislation. If you do not agree with Google Analytics™ collecting personal data regarding your visits, you can install an [add-on module](#) for your web browser, which allows you to deactivate Google Analytics™. You will find further information on how Google protects your personal data on the [dedicated page of Google](#). Those cookies are conserved according to terms set by a third party and may be persistent.

By using our services, you accept that data be collected and processed via cookies in accordance with this Policy and with the privacy policies of third party providers (that we invite you to read carefully).

Upon your first visit on our website, you express your choice regarding the use of cookies and tracking technologies on your computer. At any time, you may deactivate them if you prevent the installation of cookies by making the necessary changes in the settings of your Internet browser.

Most browsers accept cookies automatically but allow you to disable them. The help menu on most browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie and how to disable cookies all together. You can also disable or delete cookies you have previously accepted if you wish to. Further information is available on the following websites:

**Microsoft Internet Explorer™** : <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>

**Mozilla Firefox™** : <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

**Safari™** : [https://support.apple.com/kb/PH17191?locale=fr\\_FR&viewlocale=en\\_US](https://support.apple.com/kb/PH17191?locale=fr_FR&viewlocale=en_US)

**Google Chrome™** : <https://support.google.com/accounts/answer/61416?hl=en>

Most cookies can also be deactivated through third party tools, such as the ones proposed by [Youronlinechoice](#), by the [Network Advertising Initiative](#), by the [Digital Advertising Alliance](#) or by [Ghostery](#). Further, most of third party providers offer modules or proceedings allowing you to deactivate the cookies they use.

We recommend that you leave cookies "turned on" so that we can offer you a better experience on our website. If you set your browser to block all cookies (including strictly necessary cookies), you may not be able to access parts of our website.

### **Rights of Access and Correction**

In line with the current laws on protection of data, you have the right to be informed, without charge, of the data that are collected about you and, if such data are inaccurate or incomplete, to correct them, to block access to them or to delete them. In order to achieve that, you may simply connect to your account and make whatever modifications are necessary in your profile. We will delete your personal data but keep certain connection data, specific demographical and statistical data referring to you and an anonymous copy, in our archives, of your information.

Please send any request by mail or email, with sufficient information for us to identify you, to :

GESTA Particulier (Garcia) – Avenue Louis-Casaï 18, 1209 Geneva / [privacy@gestaparticulier.ch](mailto:privacy@gestaparticulier.ch)

### **Security of Personal Data**

Your personal data is transferred to and stored in Switzerland on the servers of Infomaniak. All personal data are protected against unauthorised processing with the help of appropriate technical and organisational measures. You understand that – despite the previous – no data transmission or storage is entirely secure. Consequently, we cannot guarantee the security of any information you share with us and shall assume no liability should your personal information be accessed, disclosed, modified or destroyed by a breach of our safeguards.

### **Fraudulent Use of our Services**

In case of fraudulent use of our services and, in particular, upon suspicion of punishable acts, the data may be analysed for purposes of clarification and, upon duly justified request, transmitted to the competent official authorities or to the third person affected by the fraud.

Policy updated on 20.07.2018

All rights on this Policy belong to their author. Any reproduction, without prior licence, is strictly forbidden.