

## PSYfiers Privacy Policy

PSYfiers AG («PSYfiers»; «we») values your privacy. We process your personal data responsibly, in accordance with the applicable legal requirements and in line with the declarations in this privacy policy. PSYfiers assumes responsibility for the processing of data in connection with the Mission Team, Mission Career and Mission Future Services, the «PSYfiers Services».

### Mission Team Services

**Mission Team Development Programme** consists of two software-supported face-to-face workshops and some short exercises between the workshops, the so-called Compass Training. The goal of the programme is to raise team members' awareness of their strengths and to strengthen trust within the team. Two computer avatars guide through the workshop, the process of which the participants otherwise control themselves.

**Mission Team Digital Teambuilding** is a software-supported on-line workshop that raises team members' awareness of their strengths and strengthens trust within the team. A computer avatar guides through the workshop, the process of which the participants otherwise control themselves.

Our Mission Team Services include the website «mission-team.com» («Website»), the PSYfiers Customer Centres («CC»), the Mission Team Digital Teambuilding Platform («Platform») hosted on the SpatialChat digital platform, the application «Visual Implicit Profiler (VIP)®» (Website, CC, Platform and VIP application together the «Mission Team Online Services») as well as the provision of workshop software and materials (collectively the «Mission Team Services»).

### Mission Career Services

Mission Career is a software-based working tool developed as a mentoring and coaching basis for professionals such as HR experts, coaches, vocational and career advisors. Mission Career provides different profile modules in the evaluation: Strengths Profile, Personality Profile, Communication Profile, Professional Role Profile. Our Mission Career Services include the website «mission-career.com» («Website»), the PSYfiers Customer Centre («CC»), the application «Visual Implicit Profiler (VIP)®» (Website, CC and VIP application together the «Mission Career Online Services») as well as the provision of software and documentation (collectively the «Mission Career Services»).

### Mission Future Services

Mission Future is a software-supported working tool developed as a teaching and mentoring basis for teachers. Mission Career provides different profile modules in the evaluation: Strengths Profile, Personality Profile, Professional Role Profile. The exercise materials for Mission Future include the Mission Future game application, which has been developed generically or specifically for certain clients, e.g. SwissSkills Mission Future application. On the application one plays for points related to one's knowledge of strengths and professional roles. Our Mission Future Services include the website «mission-future.com» («Website»), the PSYfiers Customer Centre («CC»), the application «Visual Implicit Profiler (VIP)®» and the Mission Future application («MF App») (Website, CC, MF App and VIP application together the «Mission Future Online Services») as well as the provision of software and documents (collectively the «Mission Future Services»).

In the following explanations, the Mission Team & Mission Career & Mission Future websites are referred to as «PSYfiers websites», the Mission Team & Mission Career & Mission Future online Services as «PSYfiers online Services» and the Mission Team & Mission Career & Mission Future Services as «PSYfiers Services». The Mission Team «Platform» and the Mission Future «MF App» game application are dealt with separately.

In the following statements regarding data privacy and transparency, we explain how we collect and process your personal data (and certain non-personal technical data), when you enquire about PSYfiers Services on a website, by e-mail or by telephone, use our PSYfiers Online Services, order or use licences in this context or use other PSYfiers Services.

### Provision of the PSYfiers Online Services

You can visit the various PSYfiers websites and find out about PSYfiers Services without telling us who you are. As occurring during any other connection with a webserver, the server by means of which we deploy our online Services stores certain technical data automatically for a short period of time. These data include the IP address and the system software of your computer, the date and time you accessed our websites, as well as the type of browser by means of which you access our online Services. Storing of such data is necessary for the optimal and safe deployment of our Online Services.

### Newsletter, White Paper, Enquiries and Orders

If you contact us via the newsletter registration form, the white paper order form, the contact forms on the PSYfiers websites or within the PSYfiers Customer Centre (CC), via email or by telephone, or order PSYfiers Services via an order form, we will gather the data you provide us with.

We gather the following information via the Newsletter registration form:

- First name and surname\*
  - E-mail address\*
- \* = mandatory fields

You can unsubscribe from the newsletter at any time.

We gather the following information via the White Paper order form:

- First name and surname\*
  - E-mail address\*
- \* = mandatory fields

We gather the following information via the contact forms on the websites:

- First name and surname\*
  - E-mail address\*
  - Telephone number
  - Name of the company or organisation on whose behalf you are contacting us\*
  - Your enquiry/message to us\*
- \* = mandatory fields

In cases where the contact form is also being used to validate your status as a professional or teacher, we also ask about your position in the organisation and your professional activity. This data is only gathered for the purpose of answering your request. The data will be deleted after 10 days and will not be transferred to the CC.

We request the following information for registration at our Customer Centres:

- E-mail\*
  - Form of address\*
  - First name and surname\*
  - Preferred language of communication\*
  - Name of company or organisation (in the case of private individuals, first name and surname)\*
  - Selected currency\*
  - Invoice address\*
  - Delivery address
- \* = mandatory fields

For the purchase of licences in the CC, our payment system partners Payrexx (payrexx.com) or Stripe (stripe.com) request further information to process the payment. This further information is not accessible to PSYfiers. We only receive the payment confirmation from PAYrexx or Stripe.

### Processing of data in the Visual Implicit Profiler (VIP)<sup>®</sup>

The Visual Implicit Profiler generates individual strength and personality profiles for all participants. These form the basis for the documents, materials and exercises mapped out in the PSYfiers Services. Participants establish their strengths and personality profile by completing a visual questionnaire in the VIP application.

Participants access the VIP application by signing in with the access code they receive. In the beginning of the questionnaire, they will be asked to fill in their first and last name. Instead of giving their actual name, participants are free to use a pseudonym. On the strength profile in the workshop documents, the first and last name or the pseudonym of participants will appear. In addition, participants are being asked their year of birth and their gender for statistical purposes.

The strength and personality profiles of the participants will be sent to the e-mail that the PSYfiers client has registered in the CC. It is up to the PSYfiers clients to inform their users (i.e. students, employees or other participants) and to obtain their approval that the profiles will be sent to the PSYfiers clients. PSYfiers clients will discuss with their students, employees or other participants whether and to whom they will further forward the profiles.

First name and surname or the pseudonym of the respective user of the VIP application will be deleted by PSYfiers ten days after the VIP has been carried out. Through this, we anonymise the data generated via the VIP application so that neither we, nor the PSYfiers clients, nor the users themselves can assign the data to a specific participant. We store these anonymised data separately and create statistical analyses based on them. This provides us with information for the improvement and further development of the VIP application and the PSYfiers Services.

The use of the VIP application is voluntary. Participants in a Mission Team Workshop can also choose not to use the VIP application, in which case they also forgo receiving their individual strengths profile.

### **Mission Team Digital Teambuilding «Platform»**

The Mission Team Digital Teambuilding on-line workshop is hosted on the SpatialChat interactive website. Use of the Platform is voluntary. On the platform, PSYfiers will ask for a name and surname per person to better conduct the workshop. Instead of their real name, participants can also use a pseudonym. The initials of the names given will be used in the team profile, which only the participants can download. Immediately after the workshop, all data entered will be deleted. PSYfiers does not collect any further data. SpatialChat (spatial.chat) also collects a name when entering the website. A pseudonym can also be used here. For the data protection regulations of spatial.chat, please refer to [Spatialchat](#).

### **Game-application Mission Future «MF App»**

The MF App can be downloaded free of charge from the Google Playstore and the Apple App Store. PSYfiers does not collect any personal data on the MF App.

### **Analysing and optimising the use of online Services**

We use Google Analytics to analyse the use of our online Services and to gather information for the purpose of optimising them. Google Analytics is an analysis service by Google LL.C. Google Ireland Limited is the provider of the service and responsible for the processing of data given by users in Switzerland and EEA countries.

Google uses Cookies to analyse and compile reports with regard to the use of online Services, and to provide us with further web analysis Services. We use Google Analytics with activated IP masking only. This means, that your IP address in Switzerland or EAA countries will be condensed and that we are unable to identify you by means of data gathered by Google Analytics. You can prevent Google Analytics from using your data by downloading a browser add-on to deactivate Google Analytics.

### **Cookies**

We use Cookies to ensure that you can use our online Services in the best possible way and to obtain indications that might help us further improve them. Cookies are text files that are downloaded onto your computer or mobile device when you visit a website.

Some of the cookies we use with our online Services are session cookies. They enable some of the movements on our website. In addition, our web analysis service provider uses cookies to enable web analysis for the purpose of optimising our online Services.

### **Purpose of data processing and legal bases**

We gather and process your personal data to provide you with PSYfiers Services according to our contractual and legal duties. They include the following purposes of data processing:

- Providing online Services
- Answering your questions and processing your orders
- Preparing, compiling, and producing your documents
- Generating strength profiles by means of the VIP application
- Supporting your activities in connection with our Services
- Processing requests for support and Services
- Invoices and handling our contractual relationship with the entity on behalf of which you contact us or registered for PSYfiers Services in the CC

We have a legitimate interest in processing this data as it serves the purpose of providing you with PSYfiers Services according to our contractual duties.

In addition, we have a legitimate interest in processing your personal data for the following purposes:

- Analysing and optimising online Services
- Informing clients about new developments at PSYfiers (you can unsubscribe from receiving such information at any time)
- Fulfilling our legal obligations and asserting our legal rights

Legal bases for the data processing described in this privacy policy therefore include our legitimate interest in providing and billing, as well as in optimising PSYfiers Services for our clients and in the interest of the respective users (i.e. students, employees or other participants) of these services. Some of the processing of data is thus necessary to fulfil our legal obligations (e.g. obligation to preserve records).

### **Data security**

We take appropriate technical and organisational measures in the interest of the integrity and confidentiality of personal data. Risk evaluation, especially with regard to access control/admission control, as well as methods to routine monitoring, assessing, and evaluating the effectiveness of measures are implemented accordingly.

### **Duration of data processing**

We store your personal data only to the extent and duration required to fulfil the purposes laid out in this privacy policy and within our legitimate interest and legal obligations.

### Disclosure of your personal data to third parties

In order to provide Mission Team Services and fulfil the purposes laid out in this privacy policy, forwarding personal data to the following categories of recipients might be necessary:

- External service providers (e.g. provider for Services we use to prepare, analyse, and optimise our online Services)
- Suppliers or business partners we may collaborate with to coordinate and process your enquiries and orders
- Authorities and courts of law, if necessary

Such recipients are usually based in Switzerland, EU or EEA members, or countries with appropriate data privacy laws. Potential forwarding of data to recipients in other countries will be based on approved guarantees (contractual agreements or the Swiss-U.S. Privacy Shield framework).

### Your rights with regard to personal details

With regard to personal data, you have

- the right to obtain information regarding to your personal data we process,
- the right to obtain a copy of all personal data that are being processed,
- the right to have personal data corrected,
- the right to have your personal data deleted,
- the right to object to the processing of your personal data, and
- the right to file a complaint with the competent supervisory authority.

Please note that there are exceptions. We might have to store your personal data despite your objection in order to observe legal obligations to preserve records or to maintain prevailing public interests, the interests of clients (e.g. clients conducting a workshop), or our own interests (e.g. to assert legal rights).

### Contact

Should you have any queries with regard to data protection in connection with Mission Team Services, or should you intend to assert your data subject rights, please contact us at [info@psyfiers.ch](mailto:info@psyfiers.ch) or write to:

PSYfiers AG  
Sumpfstrasse 5  
P.O Box 224  
CH-6312 Steinhausen  
+41 41 500 04 70

Our representative with regard to data processing in the EU (where we are subject to the GDPR) is  
VGS Datenschutzpartner UG

Am Kaiserkai 69  
20457 Hamburg  
Deutschland

You can contact our EU representative at  
[info@datenschutzpartner.eu](mailto:info@datenschutzpartner.eu).

### Amendments to this privacy policy

We reserve the right to amend our privacy policy at any time. The version available on our website will apply.

Last amended: 5 April 2022