



## General data protection policy of the Association J'aime ma Planète

The Association J'aime ma Planète (hereinafter referred to as "the Association") is responsible for this general data protection policy. The Association undertakes to comply with the legal provisions in force, in accordance with the Federal Law on Data Protection (LPD). Personal data (hereinafter referred to as "data") means any information relating to an identified or identifiable natural person. Any processing of data by the Association shall be lawful and based on the consent of the persons concerned. The French version of this general data protection policy is legally binding.

### 1) Nature of the data collected

The Association undertakes to collect only the personal data necessary for the purposes described below, in particular :

- General personal data (surname, first name, age, address, email, telephone number)
- Professional data (school, profession, place of work)
- Photos and videos related to the Association's programmes and activities

The Association does not collect sensitive data.

### 2) Data collection

Data is collected in particular on the occasion of :

- Registration and participation in our Eco-Schools or Young Reporters for the Environment programmes (hereinafter referred to as "YRE")
- Participation in an activity organised by the Association (outing, animation, Action Day)
- Subscription to our newsletter
- Contacting us by email or using our contact form
- An application
- A personal donation to the Association
- As part of a financial partnership

Certain data such as surname, first name, professional address and email address, which are freely accessible on the Internet, may be collected as part of recruitment and fundraising activities.

The Association accepts no legal responsibility for photos, videos or personal data transmitted without the explicit consent of the person concerned or, in the case of minors, that of their legal representative.

The Association does not buy or sell personal data.

### 3) Purpose of the data collected

The Association may process all or part of the data collected for :

- Monitoring projects related to the Eco-Schools and JRE programmes
- The Eco-Schools labelling process
- The national and international JRE competition
- The development of our animations and programmes
- Creation and management of Eco-Schools accounts on the Extranet platform
- Invoicing of annual Eco-Schools fees and activities carried out by the Association
- Recruitment procedures
- Ensuring communication of the Association's activities

### 4) Website and cookies

The use of the Association's websites (<https://jmp-ch.org/> and <https://ecoschools-ch.org/>) is likely to result in the collection of the following anonymous data, in order to allow and facilitate the navigation of users:

- Connection and navigation data

Our websites use cookies. Unless the user gives explicit consent, cookies not required for the operation of the site are blocked by default. The statements on cookies can be found on our websites.

### 5) Data processing and access

The data controller is the Association J'aime ma Planète. The processing of personal data includes the collection, storage, use, communication, archiving or destruction of data.

The following persons or entities may be required to process all or part of the data mentioned, for the strict purposes mentioned in point 3 and in compliance with the security measures mentioned in point 7:

- The staff of the association J'aime ma Planète
- The authorized subcontractors for the technical management of the computer accounts, websites and social networks related to the activities of the Association
- Authorised subcontractors for the management of invoicing
- The Association's communication partners
- Members of the Eco-Schools and Young Reporters for the Environment juries
- The Foundation for Environmental Education (FEE), owner of the Eco-Schools and Young Reporters for the Environment programmes

The Association undertakes not to disclose personal data to third parties where this is not required by law or necessary to achieve a purpose for which the data subject has given consent.

## 6) Transfer of data outside Switzerland

Some data may be transferred to the Foundation for Environmental Education (FEE), of which the Association J'aime ma Planète is a member and which owns the Eco-Schools and JRE programmes. This data may be transferred in particular in the context of the national JRE competition, or for communication purposes for the Eco-Schools and JRE programmes, with the consent of the persons concerned. The transfer of data to other countries in the context of the international JRE competition is governed by the rules and general conditions of participation for the Young Reporters for the Environment programme.

All data collected and processed directly by the Association is stored in Switzerland. Through the use of online platforms and software, certain data such as name, first name and email address may be stored in data centres outside Switzerland. In such cases, the Association ensures that the platforms or software in question offer a level of security at least equivalent to the measures taken by the Association.

## 7) Data security

As the data controller, the Association shall take the following technical and organisational measures to preserve the security and confidentiality of the data:

- Securing access to premises and IT platforms
- Raising awareness of the confidentiality requirements of employees who have access to the data
- Securing the transfer of data to our partners and subcontractors

## 8) Data retention period

Personal data is kept for a period determined by its purpose. When it is no longer necessary for the proper conduct of the Association's activities, the data is deleted or made anonymous.

## 9) Rights of data subjects

- Right of access: data subjects may request access to their personal data at any time. This includes the nature and category of the data, its origin and the purpose of the processing. Information is provided free of charge in writing.
- Right of rectification: data subjects may at any time request the rectification of inaccurate data.
- Right of deletion: data subjects may request the deletion of their personal data at any time.

With regard to the right of deletion, it should be noted that once data have been published on the Internet (with the consent of the data subject), the Association is not in a position to guarantee their complete deletion from its database.



Any person who no longer wishes to be contacted by the Association, for whatever reason, may inform the Association, which undertakes to respect this decision.

## 10) Exercise of rights

Any request concerning the exercise of the above-mentioned rights must be sent to the Association J'aime ma Planète by e-mail to the address [info@jmp-ch.org](mailto:info@jmp-ch.org).

## 11) Updating of the general data protection policy

The Association reserves the right to modify this data protection policy in order to ensure that it complies with the law in force. It is therefore recommended that you consult it regularly.