



Unclassified

Privacy statement of the Swiss Accreditation Service SAS

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1 Introduction

Respect for privacy is important to us. The Swiss Accreditation Service SAS assesses and accredits conformity assessment bodies (CABs) in accordance with international standards. It handles the data provided for this purpose carefully and responsibly and in compliance with the relevant data protection regulations. This privacy statement contains information on how the SAS handles personal data.

2 Scope

This privacy statement applies to all personal data made available to the SAS. This includes personal data provided to the SAS by the CABs, by members of the Federal Accreditation Commission (AKKO), technical experts (TEs) and members of the sector committees (SCs), or in connection with the handling of complaints.

The general [privacy notice of the Federal Administration](#) applies to any data collected during visits to the [SAS website](#) or when applying for jobs via the [Federal Jobs Portal](#).

3 What is «personal data» and what is meant by «processing»?

The Federal Act of 25 September 2020 on Data Protection ([Data Protection Act, FADP; SR 235.1](#)) regulates the processing of personal data. «Personal data» is any information that can be linked to a specific natural person. This may include the following information:

- Contact information, such as: first name, surname, postal address, email address or telephone number;
- Personal details, such as: gender, birthday and age, marital status or nationality.

«Processing» means any handling of personal data. This includes, for example, the following actions:

- Collection and storage;
- Adaptation and modification;
- Use and exploitation;
- Matching with other data;

Deletion and destruction.

4 Who is responsible for processing personal data?

For personal data provided to the SAS by a CAB or a private individual, SECO or the SAS is the data controller within the meaning of data protection legislation:

Dr Anja Simma, Head of SAS
State Secretariat for Economic Affairs (SECO)
Swiss Accreditation Service (SAS)
Holzikofenweg 36
CH-3003 Bern
anja.simma@sas.ch

5 Data protection officer

SECO's data protection officer assists with the application of data protection regulations and acts as a point of contact for natural persons whose personal data is being processed (Art. 10 FADP). If you have any concerns regarding data protection (section 9), please feel free to contact her:

Angela Thomas
State Secretariat for Economic Affairs (SECO)
Holzikofenweg 36
CH-3003 Bern
angela.thomas@seco.admin.ch

6 Purpose of the data processing, legal basis

The accreditation activities of SAS are a sovereign function governed by the Federal Act on Technical Barriers to Trade (TBA; SR 946.51; de, fr, it) and further specified in the Ordinance of 17 June 1996 on the Swiss Accreditation System and the Designation of Testing, Conformity Certification, Registration and Approval Bodies (AccDO; SR 946.512; de, fr, it). The SAS relies on Article 20b TBA and Article 57h^{bis} of the Government and Administration Organisation Act (GAOA) in the processing of personal data required for it to carry out its accreditation activities.

7 What personal data does the SAS process?

In order to carry out its tasks, the SAS requires information from organisations seeking accreditation and from individuals involved in this process. Personal data is therefore generally processed as part of the accreditation process. This includes, but is not limited to: first name, surname, email address, company name and enterprise identification number (UID), postal address, payment details, education, role, qualifications, references, and certificates relating to employees or business partners of a CAB.

The SAS maintains a [database](#) of all currently accredited CABs and makes it available to the public on its website. This may also involve the processing of personal data.

The SAS also employs TE's to carry out the accreditation procedures. Personal data (see above) must be collected for their appointment or commissioning. The same applies to the payment of attendance fees and expenses to members of the AKKO and the SC's. In addition to these cases, the SAS may also receive and process personal data in connection with enquiries or complaints from members of the public.

The SAS adheres to the principle of data minimisation when collecting and processing personal data, only processing personal data that is actually necessary for the accreditation process. This data is not processed for any other purposes.

7.1 Consent to the processing of personal data

The SAS processes personal data in accordance with the relevant legal provisions.

Data from CABs: When a CAB applies to the SAS for accreditation, it thereby agrees that the SAS may process the data provided to it, insofar as this is necessary for processing the application.

Third-party data: In certain cases, additional data must also be collected during the accreditation process (e.g. evidence when addressing non-conformities). In this context, the CAB may be required to disclose third-party data. If this is the case, the CAB guarantees to the SAS that it is authorised to do so and that the data subjects have given their prior consent to the disclosure of their data. Furthermore, the CAB undertakes to disclose only accurate and up-to-date data to the SAS.

Data from TEs and AKKO/SC members: Individuals who disclose their personal data in connection with any of the aforementioned functions of the SAS consent to its processing.

8 Processing and retention period

The data received is processed in the SAS specialist application (FASAS) and in the Federal Administration's business management system (GEVER). In accordance with the Federal Act on Archiving (ArchA; SR 152.1), it is then either transferred to the Federal Archives or, after 10 years (or 15 years in the case of CAB accreditation dossiers), reviewed and deleted by the SAS's GEVER or FASAS administrators in accordance with the dual-control principle.

Statutory requirements or other legal obligations may necessitate the retention of personal data for a longer period. This applies in particular to statutory retention and archiving obligations. In such cases, data is retained exclusively within the framework provided for by law.

9 To whom does the SAS forward personal data?

9.1 To the relevant authority

When a CAB applies for accreditation in a specific field, its data – including personal data, where applicable – is forwarded to the relevant authority within the Federal Administration in accordance with the applicable legal provisions.

9.2 To SAS processors

Under data protection law, the processing of personal data may be entrusted by contract or by legislation to a processor, i.e. a private person or a federal body that processes personal data on behalf of the data controller.

The processors may only process the personal data in the same way as the SAS is permitted to do as the controller. Furthermore, the SAS as the controller must ensure that the processors take appropriate technical and organisational measures to guarantee adequate data security. The SAS reviews implementation and compliance with these measures on an ongoing basis. Furthermore, the processors are subject to a duty of confidentiality.

10 Rights

Under the current data protection law, you have the following rights in particular:

10.1 Right to information

Under Articles 25ff. FADP, any person may request information as to whether data concerning them is being processed and, if so, what data. Similarly, anyone can request that their data be handed over. However, these rights to information and handover are not absolute. They may be restricted or refused where overriding public or private interests prevail. Exercising these rights is generally free of charge, provided that it does not involve a disproportionate effort. See also <https://www.edoeb.admin.ch/en/right-to-information>.

Should you wish to exercise this right to information, please proceed as described in section 10.6. Information is usually provided within 30 days of receipt of your request.

10.2 Right to rectification

Individuals have the right to request the rectification of data held about them. Should you wish to exercise this right to rectification, please proceed as described in section 10.6.

10.3 Right to deletion

Individuals have the right to request that data held about them be deleted. The SAS will comply with this request for deletion unless there are legal grounds preventing it. Should you wish to exercise this right to deletion, please proceed as described in section 10.6.

10.4 Right to data portability

Individuals have the right to request that data held about them be handed over. Should you wish to exercise this right to have the data handed over, please proceed as described in section 10.6.

Under Article 28 FADP, individuals also have the right to request that the controller transfer their data. Should you wish to exercise this right to have your data transferred, please proceed as described in section 10.6.

Normally the data will be handed over or transferred within 30 days of receipt of the request.

10.5 Right of revocation

Consent given to the processing of personal data as part of the accreditation process may be revoked at any time. Should you wish to exercise this right of revocation, please proceed as described in section 10.6. The effects of revocation are limited to the processing of personal data that may not already be processed without consent by law. Furthermore, revocation has no effect on the previous processing operations that were carried out on the basis of the consent.

10.6 Procedure for asserting your rights

To assert the rights described above, please contact us in writing by sending a letter or email, enclosing a copy of an official form of identification (e.g. a copy of an identity card, passport or driving licence) to the data protection officer named in section 5. The exact procedure and a letter template can be found at the following link: <https://www.edoeb.admin.ch/en/right-to-information>.

11 Data security

Data security is a top priority for the SAS. In accordance with the applicable data protection legislation, the SAS uses appropriate technical and organisational security measures for data processing in order to protect your data against accidental or wilful manipulation, partial or complete loss, destruction or against unauthorised access by third parties. The Federal Administration's security measures correspond to the current state of the art.

12 Changes to this privacy statement

We reserve the right to amend this privacy statement at any time. We will publish any updates to the privacy statement on our website.

The current version published on our website applies.

13 Final provisions

This privacy statement has been translated into several languages. In the event of any contradictions between the different language versions, the German version takes precedence.

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