

CIVITAS MAXIMA - DATA PRIVACY POLICY

1. **CIVITAS MAXIMA** is a non-profit organization with its registered seat at 14, place de la Fusterie, 1204 Geneva, Switzerland (“**CIVITAS MAXIMA**”, “**we**” or “**us**”).

This privacy policy (“**Privacy Policy**”) explains how we protect visitors’ information gathered via www.civitas-maxima.org (“**Website**”).

2. As a visitor, you do not have to submit any Personal Data (as defined below) in order to use this Website. However, personal data that are specifically and voluntarily provided by visitors may be collected through this Website.

The data that **CIVITAS MAXIMA** collects is your personal information such as your name, physical address, email address and telephone number (“**Personal Data**”). No sensitive information is collected or processed through this Website.

Personal Data is collected in order for **CIVITAS MAXIMA** to send our news (i.e. press releases, updates regarding our activity, annual reports, events and other information which may be of your interest).

Your consent with the processing of your Personal Data will be collected, and specific information on Personal Data collection and processing will be provided before any personal data is collected and processed.

3. **CIVITAS MAXIMA** undertakes to comply with the Swiss Federal Act on Data Protection and the EU General Data Protection Regulation namely for the processing of your Personal Data.
4. The Personal Data you submit to us will only be retained for as long as is required for the purposes for which it was collected or as required by law.
5. You may have access to your Personal Data any time by emailing us at info@civitas-maxima.org and may request for any modification.
6. You expressly authorize that **CIVITAS MAXIMA** discloses your Personal Data to third parties’ data processing services in Switzerland in order for **CIVITAS MAXIMA** to be able to send you our news. These service providers process your Personal data only at our request based on our instructions and in compliance with our Privacy Policy and for the purpose of the Website. These service providers are contractually obligated to maintain their confidentiality.
7. You may unsubscribe from our mailing list at any time by contacting us at info@civitas-maxima.org or by following the instructions as provided on the appropriate webpage or in communications to you.
8. In order to optimize your experience on the Website, cookies are used. These are small files that are saved on the web browser and that stores certain configurations and data in the web browser to exchange them with **CIVITAS MAXIMA**’s system. It is not used under any circumstances to store your personal information.
9. You may refuse the use of cookies in the settings of your web browser. Your attention is drawn to the fact that by disabling the use of cookies, you may not have access to the Website’s functions in full.
10. This Privacy Policy may change from time to time. **CIVITAS MAXIMA** will notify you of such modification.
11. You may contact **CIVITAS MAXIMA** at info@civitas-maxima.org shall you have any questions or concerns about **CIVITAS MAXIMA**’s services and privacy.