



## Data Privacy Notice

### Roche Employees' Association Rotkreuz (AVR)

Version: V 3.0  
Date: 20 December 2022

#### Table of Contents

Introduction	1
Who is the data controller?	2
How and why do we process your data?	2
Who will receive your data?	3
Links to other sites	3
Your choices	4
Security	4
Retention period	4
Updates to Privacy Notice	4

#### Introduction

The Roche Employees' Association, in German Angestelltenverband Roche Rotkreuz ("AVR"), is committed to protecting your personal information. This Privacy Notice explains how we collect, use, share and protect the personal information you provide to the AVR when you are using our website(s) or interacting with us, the steps we are taking to protect your personal information; and choices you are provided with respect to the use of your personal information.

This Data Privacy Notice applies to the data the AVR is collecting. Our websites also may contain links to third-party websites. We do not endorse and are not responsible for the content of third-party websites or resources, and our privacy notice does not apply to any sites that are not affiliated with the AVR, even if you access them via a link on our site. You should review the privacy policies of any third-party site before providing any information.

## Who is the data controller?

The data controller is the Roche Employees' Association (AVR). AVR is an independent Association for employees and retirees of the following Roche companies (collectively "Roche"):

- Roche Diagnostics International Ltd., Rotkreuz
- Roche Diagnostics (Switzerland) Ltd., Rotkreuz
- Roche Diabetes Care (Switzerland) Ltd., Rotkreuz

This Data Privacy Notice equally applies to our **AVR Sport & Leisure Clubs**. The club captains are responsible for complying correspondingly with this declaration.

Contact: You may contact the AVR by mail at AVR, Roche Employees' Association Rotkreuz, Forrenstrasse 2, 6343 Rotkreuz, Switzerland or by e-mail at [rotkreuz.avr@roche.com](mailto:rotkreuz.avr@roche.com).

## How and why do we process your data?

**Information you share with us to become a member:** When you decide to become a member of the AVR, we will collect information about you, including but not limited to your name, your employer's name, your contact details, your Roche personnel number, your Roche email address and other information you chose to share with us.

**Information we receive from Roche:** Once you are a member of the AVR, we may also receive information directly from your employer to ensure that our members' data is kept up-to-date. This includes, for example, your change of name or address, company entries and exits, internalizations and externalizations, international assignments and transfers within Switzerland. In addition, the AVR regularly receives a monthly extract of the registered memberships, including the most recent address data. We will use such information for the purposes of your AVR membership only and keep it to a minimum.

**Information you chose to submit when visiting our website(s):** You can generally visit our websites without providing any personal information. We will only collect personal information you choose to submit to us when registering through the online registration tool on our Google Site.

**Automatically collected information:** When you visit our website, we collect other basic information about you which may not directly identify you, but which may correspond with you or a particular device. We use some of this information to allow our websites to run, as well as to learn more about how our websites and online resources are used and to otherwise improve and administer the site. In most cases, this information is collected automatically, for our legitimate interests. Please see our [Cookie Policy](#) for more information.

**Aggregate information:** In some cases, we also remove identifiers from data we have collected and maintain it in an anonymized or aggregated form. We may combine this data with other information to produce anonymous, aggregated statistical information (e.g. number of visitors, originating domain



names of the Internet Service Providers), that is helpful to us in improving our services.

## **Who will receive your data?**

**Information we share with Roche:** To simplify the annual payroll deduction of the AVR membership fee, Roche enters the flag “AVR membership” in Workday. For this purpose, AVR transmits to Roche on a monthly basis a list with the name and personnel number of its new members.

**Information we share with third party providers:** AVR may share personal information about you with outside companies or agents to help fulfill business transactions on our behalf, such as sending communications about our services and offers. We will not share your personal data with any third parties for their own direct marketing use unless we provide clear notice to you and obtain your explicit consent.

### **We may also disclose your personal information:**

- a) to respond to appropriate requests of legitimate government agencies or where required by applicable laws, court orders, or government regulations; or
- b) where needed for internal audits or revisions or to investigate or respond to a complaint or security threat.

## **Links to other sites**

Our sites contain links to a number of websites that may offer useful information to our visitors. This Privacy Notice does not apply to those sites, and we recommend communicating to them directly for information on their privacy policies. The AVR website(s) may use interfaces with social media sites such as Google+, Facebook, LinkedIn, Twitter and others. If you choose to “like” or share information from the AVR website through these services, you should review the privacy policy of that service. If you are a member of a social media site, the interfaces may allow the social media site to connect your site visit to your personal data.

## **Your choices**

If you choose to submit personal data to us, you may request to access, review, update, rectify or delete your data or to unsubscribe from a service or communication at any time, by contacting us at [rotkreuz.avr@roche.com](mailto:rotkreuz.avr@roche.com) or by mail at AVR, Roche Employees' Association Rotkreuz, Forrenstrasse 2, 6343 Rotkreuz, Switzerland. We will respond to your request promptly, although we may require additional information before we can process your request.

## **Security**

AVR uses reasonable steps (including industry standard firewalls and password protection provided by Roche) to protect your personal data from unauthorized access, improper use, disclosure, loss or destruction. We restrict access to your personal data to those employees who need to know that information to provide membership benefits or services to you. It is, however, your personal responsibility to adequately protect your password, control access to your computer or device, and ensure that the computer you are using is adequately secured and protected against malicious software.

## **Retention period**

We retain your personal data for the duration of your membership or other relationship with the AVR. After that, we retain limited data (such as gender, title, name, employee ID number, entry and exit dates) for an additional period of time thereafter to allow the reactivation of your account if necessary and to analyze the data for AVR own operations.

## **Updates to Privacy Notice**

From time to time, AVR may revise this Privacy Notice. Substantial changes to this Privacy Notice such as different processing activities (e.g. data used for different purposes) will be promptly communicated by, for example, placing a notice on our websites or sending you an email (if you have registered your email with us) when we are required to do so by applicable law. The date on which this notice was last revised and approved by the AVR Executive Committee is 20 December 2022.