

# Data Protection Consent for Volunteers

## Data Protection Policy of YES

### Scope of application

By participating in YES programs, the participating person (ff. responsible person) confirms compliance with the data protection-compliant handling of personal data and other sensitive information provided by YES.

### Compliant handling of personal data

The responsible person, who may have access to personal data, such as personal names, addresses, telephone numbers or confidential documents, is obliged to treat this information confidentially.

1. **Processing of personal data:** The processing of personal data is limited to the minimum required for the successful execution of one's own activities. The use of third-party apps on which personal data is processed, such as artificial intelligence and other tools, is to be refrained from. In principle, YES provides necessary information in a timely manner via provided channels (e.g. digital platforms, e-mail, etc.).
2. **Storage locations of personal data:** The storage of personal data outside the channels provided by YES is to be avoided. The use of a personal storage location is permitted, provided that data protection compliance is guaranteed – see point "Safety at work". This is to ensure that personal data is stored as centrally and securely as possible.
3. **Safety at work:** The responsible person must ensure that unauthorised persons cannot gain access to sensitive data and that a secure working environment can be provided (e.g. e-mail encryption, updated operating system, password protection for electronic devices, etc.).
4. **Communication of personal data:** All personal data must be treated confidentially and may not be communicated to third parties. The publication of any image material and other information is only permitted with the explicit consent of the person(s) concerned. The other transfer of personal data takes place in any case after consultation and confirmation by YES.
5. **Deletion of personal data:** Personal data must be deleted from the personal storage locations – see point "Storage locations of personal data" as soon as they are no longer required for use with YES or as soon as the data subject requests the deletion of stored personal data.

### Violations of the Data Protection Policy of YES

In the event of any incidents, such as the loss of personal data, unintentional publication of personal data, etc., the data protection officer of YES must be contacted immediately ([data-privacy@yes.swiss](mailto:data-privacy@yes.swiss)). This makes it possible to take measures at an early stage to contain the damage.

In the event of clear and purposely violations of the data protection regulations by the responsible person, YES reserves the right to take legal action and to demand any compensation for the limitation of damages.