



All data is safely stored on the server of OxygenEUm GmbH, located in Salvisbergstrasse 7, 3006 Bern. OxygenEUm GmbH will ask customers only for essential information such as contact data. The collection and storage of contact data of clients will be used for billing services. The contact data for billing purposes is not shared with anybody outside of OxygenEUm GmbH and the accountant representative of OxygenEUm GmbH, Treuhand Strasser AG. Treuhand Strasser AG keeps the contact data confidential. Contact data for billing and auditing purposes is stored only as long as needed according to Art. 962 OR for 10 years after the end of the fiscal year. Contact data for billing and auditing purposes is transferred via the safe and secure data transfer system 'bayo' ([www.bayo.ch](http://www.bayo.ch)) used by Treuhand Strasser AG ([www.strasser-ag.ch](http://www.strasser-ag.ch)).

For the proposal preparation on collaborative or individual projects, OxygenEUm GmbH will, upon agreement with the prospective consortium members, collect and store their contact data on the server of OxygenEUm GmbH. This information is provided to OxygenEUm GmbH in written form and includes partner profiles. The information will be stored for the duration of the contract with OxygenEUm GmbH. OxygenEUm equally collects and stores scientific content on behalf of the project consortium on its' server. This information does not include personal data and will be deleted after the end of the contract with OxygenEUm GmbH unless otherwise agreed upon with the client.

For training purposes in the form of the MSCA PF e-academy: The use of personal data – name, first name and email address – will be used to inscribe attendees of the MSCA to the MSCA PF e-academy. The platform is hosted on moodle cloud ([moodle.com](http://moodle.com)). Attendees must agree to the data protection by moodle cloud before gaining access to the course. Contact data of attendees of the MSCA e-learning platform are transferred via secured email using OpenPGP standard if not agreed upon otherwise with a client.

The contact data of attendees of the MSCA e-learning training will only be shared with Alie Kwint from Kwintessence after previous written agreement with the client and in case of absence of Juliane Sauer (e.g. during the holiday season). Kwintessence will keep the data confidential (<https://kwintessence.eu/wp-content/uploads/2023/04/Privacy-Statement-Kwintessence-22-03-2023.pdf>). Contact data of attendees of the MSCA e-learning platform are deleted immediately after the end of the call closure. OxygenEUm GmbH cannot guarantee the security of data transmission on the Internet. There is a risk of access by third parties when data is transmitted by e-mail.

OxygenEUm GmbH complies with the New Federal Act on Data Protection (nFADP) in Switzerland (1.9.2023)

Clients have the right to withdraw or correct any information or data upon any point of time during the collaboration with OxygenEUm GmbH. The owner of OxygenEUm GmbH, Dr. Juliane Sauer, will answer any question regarding data processing. Dr. Juliane Sauer acts as Data Protection Officer: [julie@oxygeneum.ch](mailto:julie@oxygeneum.ch)