



Find My Swiss School GmbH
Studenbühlstrasse 53
CH-8832 Wollerau

GDPR Agreement / Privacy Notice for FIND MY SWISS SCHOOL

Update November 2025

This GDPR Agreement explains how FIND MY SWISS SCHOOL GmbH (“we,” “our,” “us”) collects, processes, stores, and protects personal data in accordance with the General Data Protection Regulation (GDPR) and applicable Swiss data protection laws, including the Swiss Federal Act on Data Protection (revFADP).

1. Data Controller

The Data Controller responsible for processing your data is:

FIND MY SWISS SCHOOL GmbH

Studenbühlstrasse 53

CH-8832 Wollerau

Switzerland

Email: [info\(AT\)findmyswisschool.ch](mailto:info(AT)findmyswisschool.ch)

2. What Personal Data We Collect

We collect and process personal data necessary to provide school consulting services. This may include:

2.1 Personal Data Provided Directly by You

- Parent/guardian name, contact details (email, phone number, address)
- Child’s name, date of birth, age, language background
- Details on education history, school reports (only with your consent)
- Family preferences, priorities, relocation details
- Information shared during consultations, workshops, or forms

2.2 Sensitive Personal Data (Special Categories)

- Only processed with explicit consent, such as:
- Learning differences (e.g., dyslexia, ADHD)
- Assessments, medical or psychological reports relevant to schooling
- We do not process sensitive data without clear affirmative consent.

3. Why We Process Personal Data (Purpose of Processing)

We process personal data for the following purposes:

- To provide schooling guidance and consultancy services
- To assess school options and make tailored recommendations
- To coordinate trial days, school visits, or applications (with your consent)
- To communicate with schools, relocation partners, and corporate partners

- To provide workshops, masterclasses, and newsletters
- To maintain client records, billing, and invoicing
- To improve our services and client experience
- To comply with legal obligations

4. Legal Basis for Processing

Processing is based on:

Art. 6(1)(b) GDPR – data necessary for the performance of a contract

Art. 6(1)(a) GDPR – consent for optional or sensitive data

Art. 6(1)(c) GDPR – compliance with a legal obligation

Art. 6(1)(f) GDPR – legitimate interests (service improvement, security)

5. Sharing of Personal Data

We only share data when necessary and only with:

- Schools and educational institutions (with your explicit consent)
- Corporate partners (e.g., if your employer sponsors services)
- Relocation agencies or specialist partners assisting your family
- Service providers supporting operations (secure cloud storage, CRM, invoicing)
- Legal or regulatory authorities when required by law

We never sell personal data to third parties.

6. International Data Transfers

If data is transferred outside Switzerland or the EU/EEA, we ensure compliance with GDPR Chapter V through:

- Adequacy decisions, or
- Standard Contractual Clauses (SCCs), or
- Other GDPR-compliant safeguards

7. Data Retention

We retain personal data only as long as necessary:

- Client files: usually 1–3 years after case closure
- Financial/tax documents: 10 years (legal requirement in Switzerland)
- Newsletter data: until you unsubscribe
- Sensitive documents: immediately deleted upon request or when no longer required

8. Your GDPR Rights

You have the following rights:

- Right of access – to receive a copy of your data
- Right to rectification – to correct inaccurate data
- Right to erasure – “right to be forgotten”
- Right to restrict processing
- Right to data portability
- Right to object
- Right to withdraw consent at any time (for non-essential processing)

To exercise your rights, contact us at: [info\(AT\)findmyswisschool.ch](mailto:info(AT)findmyswisschool.ch)

9. Data Security

We use appropriate technical and organizational measures to protect your data, including:

- Encrypted cloud storage
- Access controls and secure passwords
- Data minimization and pseudonymization
- Staff confidentiality agreements
- Regular audits and secure deletion protocols

10. Children's Data

We only process data about minors with parental or guardian consent.

No data is collected directly from children without appropriate authorization.

11. Automated Decision-Making

We do not use automated decision-making or profiling that produces legal effects or significantly affects individuals.

12. Contact and Complaints

If you have concerns about your data:

Email: [info\(AT\)findmyswisschool.ch](mailto:info(AT)findmyswisschool.ch)

You can also file a complaint with your local supervisory authority, such as:

The Swiss Federal Data Protection and Information Commissioner (FDPIC)

EU GDPR Supervisory Authority in your country (if applicable)

13. Updates to This GDPR Agreement

We may update this notice to remain compliant with legal requirements or our evolving services.

The latest version will always be available on our website.