PRIVACY POLICY

Verein Legacy Digitalis

Last updated: 27 October 2026

1. Introduction

Verein Legacy Digitalis is committed to protecting the privacy and personal data of individuals who visit our website, contact the Association, participate in our research activities, apply for membership or support our cultural programmes.

This Privacy Policy explains how we collect, process, store and protect personal data in accordance with the Swiss Federal Act on Data Protection (FADP) and other applicable data protection legislation.

It applies to the website legacydigitalis.ch and to personal data processed in connection with the Association's activities.

2. Data Controller

The organisation responsible for processing personal data is:

Verein Legacy Digitalis
Registered office: Volketswil, Canton of Zürich, Switzerland
Email: info@legacydigitalis.ch
Website: https://legacydigitalis.ch

For enquiries concerning the processing of personal data or the exercise of data protection rights, please contact us at the email address above.

3. Personal Data We Collect

Depending on the nature of an individual's interaction with the Association, we may process the following categories of personal data.

3.1 Contact and correspondence data

Names, email addresses, telephone numbers, professional affiliations and information voluntarily provided through website forms, email correspondence or other communications.

3.2 Membership information

Information submitted through membership applications, including contact details, membership correspondence and records necessary for membership administration.

3.3 Patronage and donations

Information provided by individuals expressing an interest in supporting the Association, requesting a Patron Brief or making donations.

Where donations or membership contributions are received, we may process donor names, payment references, contribution amounts and information necessary for financial administration and accounting.

3.4 Research and institutional collaboration

Professional contact details, academic affiliations, correspondence, research contributions and other information necessary to coordinate scientific projects and institutional cooperation.

3.5 Website and technical data

When visitors access our website, certain technical information may be processed automatically, including IP addresses, browser and device characteristics, access times, requested pages and information required for website security and functionality.

The Association processes personal data only to the extent necessary for the relevant purposes.

4. Purposes of Data Processing

We process personal data to:

- Respond to enquiries and requests for information.
- Administer membership applications and existing memberships.
- Process donations and communicate with supporters.
- Respond to requests for research documentation and Patron Briefs.
- Coordinate scientific research and institutional collaborations.
- Organise and communicate information about publications, lectures, exhibitions and educational activities.
- Maintain administrative and financial records.
- Operate, maintain and protect our website and communication systems.
- Comply with applicable legal obligations.

Where individuals subscribe to or expressly request ongoing communications, their contact information may be used to provide relevant updates about the Association's activities.

Recipients may request to stop receiving optional communications at any time.

Personal data is not sold to third parties.

5. Website Platform and Form Processing

Our website is created and operated using Tilda Publishing.

Information submitted through website forms may be processed and stored using Tilda's form-processing infrastructure and its integrated customer relationship management system, Tilda CRM.

The Association currently uses Tilda CRM for the administration of:

- General enquiries and Association-related correspondence.
- Requests for methodological documentation.
- Requests for scholarly access and research information.

Depending on the form's configuration, submitted information may also be forwarded to the Association's designated email address.

Tilda processes such information as a service provider acting on behalf of the Association under its applicable data processing arrangements.

Further information about Tilda's data processing practices is available at:

https://tilda.cc/privacy/

https://tilda.cc/dpa/

The Association uses Make to automate acknowledgement emails for website enquiries and applications. Data submitted through website forms, including email addresses and other information entered in the form, is transmitted from Tilda to Make for this purpose. Confirmations are sent through the Association's Hostpoint email service. Request identifiers are stored to prevent duplicate confirmations.

Further information about Make's data processing practices is available at:

https://www.make.com/privacy-notice

6. Email Communications

The Association uses Hostpoint AG, Switzerland, as its email service provider.

Email correspondence addressed to info@legacydigitalis.ch is processed through Hostpoint's email infrastructure.

Hostpoint operates its email hosting infrastructure in Switzerland.

Correspondence may be retained where necessary for responding to enquiries, maintaining institutional records, administering projects or fulfilling legal obligations.

Further information is available at:

https://www.hostpoint.ch/

7. Cookies and Website Statistics

Our website may use cookies and similar technologies necessary for website operation, functionality, security and the administration of submitted forms.

Tilda also provides an integrated website statistics system which, depending on its configuration, may use cookies and process technical information such as IP addresses, referral sources and visitor activity.

Where such statistics functionality is enabled, the collected information is used to understand general website usage and improve the website's operation.

Visitors can manage cookies through their browser settings. Restricting technically necessary cookies may affect the functionality of certain website features.

If additional analytics, advertising or tracking technologies are introduced, this Privacy Policy will be updated and any legally required information or consent mechanisms will be provided.

8. Disclosure of Personal Data

Personal data may be disclosed to third parties only where necessary for the operation of the Association, the provision of requested services or compliance with applicable law.

Relevant recipients may include:

- Tilda Publishing, for website operation, form processing and Tilda CRM.
- Hostpoint AG, for email hosting and communications.
- Make, for processing website form submissions and automating acknowledgement emails.
- Banks and financial institutions processing donations or membership contributions.
- Professional advisers and authorised service providers where access is necessary for a legitimate organisational purpose.
- Public authorities where disclosure is required by law.

Access to personal information is limited to authorised individuals and service providers whose involvement is necessary for the relevant activity.

The Association does not publicly disclose the identities of donors, members or supporters solely because they have contributed financially or contacted the Association.

Public acknowledgement of individual supporters is made only where the individual has agreed to such recognition.

9. International Data Transfers

The Association operates in Switzerland. However, the use of external digital service providers may involve the processing or storage of personal data outside Switzerland.

The Tilda platform uses infrastructure and service providers operating internationally.

According to Tilda's published data processing arrangements, personal data processed through its platform may be transferred to:

- Member States of the European Union, for data storage and information security.
- The United States of America, for project storage and backup.

Tilda is operated by a company based in the United Arab Emirates, which may involve international administration of the platform and related services.

Tilda states that it implements contractual safeguards for transfers to countries that do not provide the required level of data protection.

The Association seeks to ensure that international transfers of personal data comply with applicable Swiss data protection requirements, including the use of appropriate safeguards where required.

Further information on Tilda's international processing arrangements is available in its Data Processing Agreement:

https://tilda.cc/dpa/

10. Data Retention

Personal data is retained only for as long as necessary to fulfil the purposes for which it was collected or to comply with applicable legal, contractual and administrative obligations.

Retention periods depend on the nature of the information and the relevant processing activity.

General enquiries: Correspondence is retained for the period necessary to address the enquiry and any related follow-up.

Membership records: Information is retained for the duration of membership and thereafter where required for legitimate administrative or legal purposes.

Donation and financial records: Information is retained in accordance with applicable accounting and recordkeeping requirements.

Research and institutional correspondence: Records may be retained for the duration of the relevant project and, where justified, for subsequent scientific documentation, attribution and institutional archiving.

Website form submissions: Data submitted through Tilda may be retained in the platform's Leads section and in connected Tilda CRM records according to the applicable settings and administrative requirements. CRM records are reviewed and deleted or anonymised when no longer required.

Personal data that is no longer necessary is deleted or anonymised unless continued retention is legally justified.

11. Data Security

The Association takes appropriate organisational and technical measures to protect personal data against unauthorised access, alteration, disclosure, loss or misuse.

Such measures may include controlled access to administrative systems, secure communication channels, appropriate account protection and the use of professional hosting and communication service providers.

Although reasonable measures are applied, no electronic transmission or storage system can guarantee absolute security.

12. Rights of Individuals

Under the Swiss Federal Act on Data Protection and other applicable legislation, individuals may have the right to:

- Request information about personal data processed concerning them.
- Obtain access to their personal data.

- Request correction of inaccurate information.
- Request deletion of personal data where legally applicable.
- Object to certain processing activities.
- Withdraw consent where processing is based on consent.
- Exercise other rights available under applicable data protection legislation.

Requests should be addressed to:

info@legacydigitalis.ch

The Association may request information reasonably necessary to verify the identity of the person making the request.

Requests will be assessed and answered in accordance with applicable legal requirements.

13. Research Data and Confidentiality

As a research-oriented cultural organisation, Legacy Digitalis may process professional information about researchers, contributors, institutional representatives and other individuals involved in scientific activities.

Such information is handled in accordance with applicable data protection legislation, confidentiality obligations and relevant collaboration agreements.

The Association's commitment to scientific transparency does not require the public disclosure of personal data, confidential correspondence or protected research records.

Where research contributions are publicly credited, the relevant attribution and publication arrangements are governed by applicable law and agreements with contributors.

14. External Links

Our website may contain links to external websites operated by independent organisations, including museums, research institutions, cultural initiatives and project partners.

The Association is not responsible for the data processing practices of independently operated external websites.

Visitors are encouraged to consult the privacy policies of the respective operators.

15. Changes to This Privacy Policy

This Privacy Policy may be revised to reflect changes in the Association's activities, technical infrastructure or applicable legal requirements.

The current version will be published on the Association's website, together with the date of its most recent revision.

Verein Legacy Digitalis
Volketswil, Switzerland

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