REGISTRATION PLATFORM DATA PRIVACY NOTICE

Swiss Cheer Association

Effective Date: October 19th 2026

Last Updated: October 19th 2026

1. Introduction

Swiss Cheer Association (“the Federation”, “we”, “us”, or “our”) is committed to protecting the privacy and personal information of our members, athletes, coaches, officials, club representatives, parents, and legal guardians.

This Privacy Notice explains how we collect, use, store, share, and protect personal information provided through our membership and registration platform.

Our registration platform is operated by **Lennart Rick**, a private company established in Germany.

The Federation is responsible for determining how and why your personal information is processed. The software company provides technical services on our behalf and is contractually required to protect your information.

We process personal information in accordance with the applicable provisions of the Swiss Federal Act on Data Protection (FADP) and, where applicable, the European Union General Data Protection Regulation (GDPR).

By using the registration platform, you will be provided with this Privacy Notice so that you can understand how your information is handled.

2. Who Is Responsible for Your Personal Information?

Data Controller

Federation: Swiss Cheer Association

Registered Address: Oberpromenade 11 Zofingen, AG 4800

Email: info@swisscheer.ch

Data Protection Contact: Brittany Bowie

Data Protection Email: brittany.bowie@swisscheer.ch

The Federation is the Data Controller responsible for the personal information processed through the registration platform.

This means we determine:

- What information is collected.
- Why the information is needed.
- How it is used.
- Who is authorized to access it.
- How long it is retained.
- When it must be corrected or deleted.

Registration Software Provider

Company: Lennart Rick

Registered Address: Roesoll 3 24226 Heikendorf DE

The software company acts as our Data Processor for the registration services.

It provides the technical infrastructure necessary to operate the registration platform.

The software company is **contractually prohibited** from independently using, selling, or distributing our members' personal information for any and all unrelated purposes.

3. What Personal Information Do We Collect?

When you or your club register through the platform, we may collect the following information, depending on the type of membership or registration.

Personal identification information

- First and last name.
- Date of birth.
- Gender, where relevant to the registration or competition category.
- Nationality, where required for sporting eligibility.
- Membership or registration number.
- Other information necessary to verify eligibility.

Contact information

- Email address.
- Telephone number.
- Postal address.
- Country of residence.
- Parent or legal guardian contact details, where applicable.
- AHV number for the club admin ONLY in order to report the athlete for Jugend und Sport

Sporting and membership information

- Club affiliation.
- Federation membership status.
- Athlete category or division.

- Competition registrations.
- Coaching or officiating qualifications.
- Eligibility information.
- Relevant registration history.

Information relating to minors

Where an athlete is under 18 years of age, we may collect information necessary to manage their registration and communicate with their parent or legal guardian.

This may include the contact details of a parent or guardian and other information necessary for the athlete's participation in federation and/or club activities.

Sensitive personal information

Where necessary and legally permitted, we may collect certain sensitive personal information, such as:

- Relevant medical or health information.
- Disability-related health information where required for an authorized purpose.
- Other sensitive information specifically necessary for an authorized federation activity.

Safeguarding or disciplinary information will only be processed through the platform where specifically authorized and subject to appropriate protections.

We aim to collect only the information reasonably necessary for the purposes explained in this notice.

4. Why Do We Collect Your Information?

We use personal information to administer and support the Federation's legitimate sporting and organizational activities.

This may include:

Membership administration

Registering and managing athletes, coaches, officials, clubs, and other members.

Competition administration

Managing competition registrations, verifying eligibility, and assigning appropriate sporting categories.

Federation administration

Maintaining accurate membership records, confirming affiliations, and managing authorized federation activities.

Communication

Sending information relating to your registration, membership status, competition participation, or other relevant federation activities.

Regulatory and safeguarding responsibilities

Supporting applicable legal, regulatory, or safeguarding obligations where the processing is necessary and lawful.

Data accuracy and security

Maintaining accurate records, preventing unauthorized access, and protecting the integrity of the registration system.

We will not use your personal information for unrelated purposes without an appropriate legal justification and any additional notice or consent required by applicable law.

5. What Is the Legal Basis for Processing Your Information?

We process personal information in accordance with the Swiss Federal Act on Data Protection, particularly the principles established by Article 6.

Where the GDPR applies to our processing activities, we will also rely on an applicable legal basis under Article 6 GDPR.

Depending on the particular activity, these bases may include:

- **Contractual necessity:** Processing required to administer your registration or membership agreement.
- **Legal obligation:** Processing necessary to comply with an applicable legal requirement.
- **Legitimate interests:** Processing necessary for legitimate federation administration or security purposes, where permitted by applicable law and not overridden by your rights.
- **Consent:** Processing based on your voluntary, informed consent where consent is required or selected as the appropriate basis.

Where sensitive personal data is processed, we will ensure that the additional requirements of applicable data protection legislation are satisfied.

If we rely on consent, you may withdraw it at any time. Withdrawal does not affect the lawfulness of processing already carried out, and some information may still need to be retained or processed where another lawful justification applies.

The specific legal basis for each processing activity will be determined by the Federation in accordance with applicable law.

6. Who Can Access Your Information?

Access to personal information is restricted to individuals and organizations that require it for authorized purposes.

Depending on the relevant registration activity, this may include:

Authorized Federation Personnel

Designated federation administrators and other authorized individuals responsible for membership, registration, competition administration, or related activities.

Authorized Club Representatives

Where the platform provides club-level access, designated club administrators may be able to view and manage information relating to individuals registered through their club.

Access shall be limited according to the individual's responsibilities and the permissions established by the Federation.

Registration Software Provider

Authorized employees or technical personnel of Lennart Rick may access information where necessary for technical maintenance, support, security, or operation of the platform only.

Such access is restricted by contractual confidentiality and data protection obligations.

Approved Technical Service Providers

The software company may use authorized third-party service providers for services such as hosting, backups, security, or technical support.

These providers must be subject to appropriate contractual confidentiality and data protection safeguards.

Other Authorized Recipients

Where necessary and lawful for an identified federation purpose, information may be disclosed to Jugend und Sport, Swiss Olympic, and the International Cheer Union. No sensitive information may be disclosed.

We do not permit unrestricted access to registration information.

7. Will Your Personal Information Be Shared or Sold?

Your personal information will not be sold, licensed, or provided to unauthorized third parties for their independent commercial purposes.

Our agreement with the German software company expressly prohibits the company from using your personal information for:

- Independent advertising or marketing.
- Commercial sale or distribution.
- Recruitment or solicitation of federation members.
- Unrelated commercial profiling.
- Independent commercial analysis.
- Training artificial intelligence models for the provider's independent purposes.
- Combining your identifiable information with other customer databases for unrelated commercial purposes.

The software company may process personal information only for the agreed registration services, subject to applicable legal obligations.

We may share information where necessary for an authorized federation activity, with appropriately authorized service providers, or where disclosure is required or otherwise permitted by applicable law.

Any such disclosure must comply with the relevant data protection requirements.

8. Where Is Your Information Stored?

Our registration software is provided by a company established in Germany.

Personal information is processed through infrastructure operated by the software company and its authorized service providers.

Confirmed data processing locations:

Primary Hosting Country: Germany

Backup Storage Country: Germany

Additional Processing Locations: None

Technical Support Locations: Greece

Germany is recognized by Switzerland as providing an adequate level of data protection under Swiss data protection law.

Where personal data is transferred or made accessible in other countries, we will ensure that the applicable requirements for international data transfers are satisfied.

Where required, appropriate legal safeguards will be implemented.

These may include recognized standard contractual clauses or other lawful transfer arrangements.

You may contact us for further information about the relevant transfer safeguards and, where applicable, how to obtain a copy of them.

9. How Do We Protect Your Personal Information?

We take reasonable and appropriate measures to protect personal information against unauthorized access, disclosure, alteration, loss, or destruction.

Our software provider is contractually required to maintain technical and organizational safeguards proportionate to the risks associated with processing.

Depending on the relevant risks and systems, these measures include:

- Restricted user access.
- Role-based permissions.
- Secure authentication.

- Protection of personal information during transmission.
- Appropriate protection of stored information.
- Separation of information belonging to different organizations.
- Security updates and vulnerability management.
- Secure backup and recovery procedures.
- Logging of relevant administrative activity.
- Procedures for identifying and responding to security incidents.

Access to sensitive personal information is subject to additional restrictions where appropriate.

Although we take steps to protect personal information, no electronic system can guarantee absolute security. In the event of a security breach, the software provider must give actionable steps and information according to the Swiss Federal Act on Data Protection (FADP).

10. How Do We Protect the Information of Minors and Young Athletes?

Our Federation recognizes the importance of protecting personal information relating to minors.

When registering athletes under 18 years of age, we collect only the information reasonably necessary for authorized membership and sporting activities.

Where applicable, we may require registration to be completed or authorized by a parent or legal guardian, taking into account the child's capacity, applicable law, and the nature of the processing.

We apply appropriate safeguards to information concerning children.

In particular:

- Access is limited to authorized individuals.
- Parent or guardian contact information is used for relevant federation purposes.
- Sensitive information is subject to appropriate protections.
- The software provider may not independently use children's personal information for marketing or other unrelated purposes.
- Sensitive safeguarding information is not made available through ordinary registration access unless specifically authorized.

Parents or legal guardians may contact the Federation regarding personal information relating to their child, subject to the child's own legal rights and applicable law.

11. How Long Do We Keep Your Information?

We retain personal information only for as long as it is necessary for the purposes for which it was collected, subject to applicable legal obligations and legitimate retention requirements.

Retention periods may depend on:

- The duration of membership.
- The nature of the registration information.

- Competition and eligibility administration requirements.
- Applicable legal retention obligations.
- The need to establish, exercise, or defend legal claims.

Applicable retention periods or criteria:

When information is no longer required, we will delete or anonymize it in accordance with applicable law.

Our software provider is contractually required to support appropriate deletion procedures.

Where backup copies cannot immediately be deleted, they must remain protected and be deleted according to an appropriate retention schedule.

12. What Happens if We Change Registration Software Providers?

The Federation retains control over personal data processed on its behalf.

If we change registration platforms or terminate our agreement with the current software provider, we may securely transfer the information necessary to maintain authorized federation records to a replacement system.

Our current software provider is contractually required to:

- Provide an appropriate export of the Federation's registration information.
- Support secure data transfer.
- Delete or return personal data according to our instructions and applicable law.
- Protect any information that must lawfully be retained.
- Confirm deletion where required by our agreement.

The transfer of information to another platform will be carried out in accordance with applicable data protection requirements.

13. Your Rights Regarding Your Personal Information

Under the Swiss Federal Act on Data Protection and, where applicable, the GDPR, you may have the following rights.

Right of access

You may request information about whether we process your personal data and obtain access to information to which you are legally entitled.

Right to correction

You may request the correction of inaccurate or incomplete personal information.

Right to deletion

You may request the deletion of your personal information where applicable legal conditions are satisfied.

Certain information may need to be retained where continued processing is legally justified or required.

Right to restriction or objection

Where applicable, you may object to particular processing activities or request restrictions on processing.

Right to data portability

Where the statutory conditions apply, you may request certain personal information in a commonly used electronic format or request its transfer as permitted by law.

Right to withdraw consent

Where processing is based on consent, you may withdraw your consent at any time.

Withdrawal does not affect the lawfulness of processing carried out before withdrawal.

Rights concerning automated decisions

Where applicable, you may have rights concerning decisions based exclusively on automated processing that have legal or similarly significant effects.

Exercising your rights

To exercise your rights, contact:

Federation: Brittany Bowie

Email: brittany.bowie@swisscheer.ch

Postal Address: Oberpromenade 11 Zofingen, AG 4800

We may request reasonable information to verify your identity before responding.

Requests will be handled in accordance with the applicable legal requirements and deadlines.

14. Automated Decision-Making and Profiling

Current Platform Arrangements:

If the Federation uses automated decision-making that triggers specific transparency obligations under Article 21 FADP or Articles 13–15 and 22 GDPR, where applicable, we will provide the required information concerning the decision-making process, its significance, and its potential consequences.

We will also provide information about applicable rights to request human involvement or review. Currently we do not process any data in this manner.

15. Information Required for Registration

Certain personal information is necessary to administer membership and participation in federation activities.

Fields identified as mandatory are required for the stated registration purpose.

Failure to provide essential information may mean that we cannot complete a registration, verify eligibility, or provide a requested membership service.

Optional information will be identified where appropriate.

Where optional processing requires consent, we will request that consent separately where appropriate. This includes checking the coaching sondersprivat

16. Information Collected from Clubs or Other Sources

Personal information may be provided directly by you or, where applicable, through:

- An affiliated sports club.
- An authorized club administrator.
- A parent or legal guardian.
- An authorized federation representative.

Where information is collected from someone other than the individual concerned, we will provide the required privacy information in accordance with applicable law.

If you believe information submitted on your behalf is inaccurate, you may contact the Federation to request its correction.

17. Cookies and Technical Information

The registration platform may use cookies or similar technologies necessary for functions such as authentication, account security, and maintaining a registration session.

No actual cookies and technical data are collected at this time.

Where additional cookies, analytics technologies, or other tracking tools are used, we will provide appropriate information and obtain any consent required by applicable law.

Details concerning such technologies may be provided in a separate cookie notice accessible through the Platform.

18. Data Security Incidents

In the event of a personal data security incident, we will assess the risks to affected individuals and take appropriate action.

Our software provider is contractually required to notify the Federation of relevant incidents without undue delay, with an initial contractual notification deadline of 24 hours after becoming aware of an actual or reasonably suspected incident affecting our information.

Where required by applicable law, we will notify the relevant supervisory authority or affected individuals.

We will take reasonable steps to investigate, contain, and address incidents affecting personal information.

19. Your Right to Contact a Data Protection Authority

If you have concerns regarding the handling of your personal information, we encourage you to contact the Federation first.

You may also contact the relevant data protection supervisory authority.

Switzerland

Federal Data Protection and Information Commissioner (FDPIC)

Website: www.edoeb.admin.ch

Where the GDPR applies to the relevant processing, you may also have the right to lodge a complaint with a competent European Union supervisory authority.

Germany

Federal Commissioner for Data Protection and Freedom of Information

Website: https://www.bfdi.bund.de/EN/Home/home_node.html

These rights are subject to the jurisdiction and applicability of the relevant legislation.

20. Changes to This Privacy Notice

We may update this Privacy Notice when necessary to reflect:

- Changes to our registration procedures.
- Changes to the software platform.
- Changes in applicable data protection requirements.
- Changes to the purposes or methods of processing.
- Changes to authorized data recipients or processing locations.

The updated version will be made available through the Federation’s website or registration platform.

Where required by applicable law, we will provide additional information or obtain consent before implementing relevant changes.

21. Contact Information

For questions concerning this Privacy Notice or the processing of your personal information, please contact:

Swiss Cheer Association

Address: Oberpromenade 11 Zofingen, AG 4800

Email: info@swisscheer.ch

Data Protection Contact: Brittany Bowie

Data Protection Email: brittany.bowie@swisscheer.ch

Website: swisscheer.ch

Thank you for registering with the Swiss Cheer Association.

We are committed to protecting your personal information and ensuring that it is used responsibly, securely, and only for appropriate federation purposes.