

Privacy policy

This privacy policy describes how NIRAS Group A/S and its subsidiaries ("NIRAS", "we", "our" and "us") protect your privacy and therefore we wish to inform you about how your personal data is used by us and within the Group as it applies to the PPF4Ukraine project as implemented by NIRAS Suisse AG on behalf of Switzerland State Secretariat for Economic Affairs (SECO).

1. Data Controller

The legal entity responsible for the processing of your personal data is:

NIRAS Suisse AG
Kasernenstrasse 8,
4058 Basel, Switzerland

CHBA@niras.com

2. Contact details

If you want to contact us regarding our processing of your personal data, please contact us at:

contact@ppf4ukraine.ch
GDPR@niras.com

3. Processing of personal data

Personal data are all kinds of information that to some extent are related to you personally. If, for some reason, you do not want us to process this information, it may cause problems to maintain and meet possible agreements and legal obligations.

3.1 Data security

We have taken appropriate technical and organizational measures to secure your information against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or unauthorized access. We ensure that the processing can only take place when all data protection principles have been met.

3.2 We keep data up to date

Since our services depend on your data being correct and up to date, we ask you to inform us of relevant changes to your data. You can use the contact details stated above to notify us of changes, we will then make sure to update your personal data. In case we become aware that your data are incorrect, we will update them and keep you informed.

When we are a data processor, we process personal data in accordance with the instructions and guidelines set out in the data processing agreement entered into with the data controller.

3.3 Data mining

We collect, process and retain only the personal data that are necessary to fulfil our stipulated goals. In addition, it may be subject to legislative control what kind of data collection and storage is needed for our business operation. The kind and scope of information we process may also be determined by the requirement to fulfil a contract or any other legal obligation.

3.4 Website visitors

In connection with you visiting our website, we will receive personal data about you in the form of cookies. This is described in more detail in NIRAS' cookie policy, which you can find here: <https://www.niras.com/cookies/>.

Below you can see on what legal bases we process your information, for what purpose and for how long we store it.

4. Company partner

For you to become part of the Swiss companies in our matching database, we will need to collect the following personal data on you:

- Name
- Position
- E-mail
- Telephone number
- Address
- UID number

We collect personal data on potential clients for the following purposes:

- Possible future cooperation or financial transaction
- Administration of your relation to us

We collect this information on the following legal basis:

- NIRAS' legitimate interest in collecting and preserving data of our potential clients is to promote the communication between the two parties. Only data that have been provided by the client will be retained.

We retain the personal data for as long as the legislation allows, and we will erase them when we do not need them any longer. The period depends on the character of the information and the background for our retaining it. Typically, data concerning partner companies will be deleted after termination of their account or when the correspondence is no longer considered relevant. We will, however, retain the data as long as the relation still exists

5. Suppliers and cooperating partners

For you to become our supplier or cooperating partner, we will need to collect the following personal data about you:

- Name
- Address
- E-mail
- Telephone number
- UID number (for Switzerland) / EDRPOU number (for Ukraine)
- Signature

We collect personal data on our suppliers and partners for the below purposes:

- Processing our purchase/services
- Administration of your relation to us

We collect information on the following legal basis:

- The processing takes place based on fulfilment of the contract between the supplier or cooperating partner and NIRAS.

We retain the personal data for as long as the legislation allows, and we erase them when we do not need them any longer. The period depends on the character of the information and the background for our retaining them. Typically, data concerning potential clients will be deleted upon termination of the agreement.

1. Data on the supplier will be erased upon expiry of the product warranty, otherwise information is retained in accordance with the accounting act.

6. Events and seminars

When you participate in a course or seminar at NIRAS, we use your personal data to keep in touch with you before, during and after the activity. If you are employed by one of our customers/partners and you are registered for a course or seminar.

For the purpose of conducting a course or seminar, we process this information about you:

- Name
- Position
- Email
- Telephone
- Where you are employed

The sources of the information we process come from yourself or from your employer, if it is the employer who has registered for the course or seminar. We process your personal data as described above if you are a party to the agreement, as the information is necessary to fulfil an agreement with you. The processing may also take place on the basis of balancing of interests rule, where the legitimate interest is to administer seminars and send out evaluation forms, etc.

We store your personal data for as long as necessary to complete the event or seminar in question and to evaluate it. A event may be part of a pre-defined context with other events or network establishments and in these cases we store your personal data until the entire series of events or networking work has been completed and evaluated. If you are employed by one of our customers/partners, we store your information as long as we enter into a business relationship with the client.

In the case of a payment arrangement, we store invoice data in the financial year plus 5 years as stipulated by the Bookkeeping Act.

7. Social media

When you choose to follow or like us on the social media Facebook, LinkedIn and Instagram, you will see/receive news from us via social media.

When you like and / or follow us, we process the following information about you:

- Your name/username

The purpose of using social media is to keep interested followers updated on e.g. NIRAS projects, events, recruitment, webinars and how it is to work at NIRAS.

We process this information on the following legal bases:

- Our interest in marketing and improving our website and product (Article 6(1)(f) of the General Data Protection Regulation)

7.1 LinkedIn

We are joint data controllers with LinkedIn for the information about you collected when you visit our site. This means that together with LinkedIn, we must distribute and determine the responsibility for complying with the legislation regarding the processing of your personal data.

You can find our agreement on joint data responsibility here: <https://legal.linkedin.com/pages-joint-controller-addendum>

If you do not have a profile on LinkedIn, information about your device, location/geodata and information about your behavior on LinkedIn and outside LinkedIn is collected, e.g. visits to websites.

If you have a profile on LinkedIn, information that you have given permission to in connection with the creation of your profile is also collected, such as reactions, comments and shares you and others make.

We only receive the information that you send to us in the form of your inquiry, like or comment. In addition, we receive anonymous statistical information about users from LinkedIn, via a feature called LinkedIn Page Analytics.

If you wish to delete your information from LinkedIn, you must delete your profile. If you delete your profile, it also means that your posts, photos and information will be deleted. If you have questions about LinkedIn Page Analytics, please contact LinkedIn.

7.2 Facebook and Instagram

We are joint data controllers with Meta for the information about you collected when you visit our pages on Facebook and/or Instagram. This means that together with Meta, we must distribute and determine the responsibility for complying with the legislation regarding the processing of your personal data.

You can find our agreement on joint data responsibility here: https://www.facebook.com/legal/controller_addendum

Meta collects information about you, even if you don't have an account with them. You can read more about this here: [Meta's Privacy Policy – How Meta collects and uses user data | Privacy Center \(facebook.com\)](#)

Meta also uses Insights on Facebook/Instagram to collect statistical information about visitor behavior on the page, including age, gender, relationship status, work, lifestyle, areas of interest, information about purchases and geographical information. For this purpose, Meta has placed cookies on your device when you visit Facebook/Instagram. Each cookie contains a unique identification code that remains active for a period of two years unless they are deleted before the end of this period. Meta receives, stores and processes your personal data through these cookies. We receive aggregated results from this information.

To read more about Facebook's/Instagram's use of cookies here:

<https://m.facebook.com/policies/cookies/>

[Cookie Policy | Instagram Help Center](#)

We do not disclose information about you that we receive from Meta. However, Meta may disclose information about you to third parties. You can read more about this under the item "how is this information shared" in their Privacy Policy.

If you wish to delete your cookies, you can see how via our Cookie policy, or you can contact Meta.

8. Passing of information

We use several third parties to retain and process the data, including suppliers of IT solutions: Activecampaign, Coma Systems, Keepit, Maconomy, Microsoft, People Test Systems and Umbraco. These companies solely process information on our behalf and may not use it for their own purposes. Where applicable, data may be passed on to lawyers, banks, government agencies, subsidiaries, accountants, insurance companies, and pension providers.

We only use data companies in the EU and third countries having the necessary security-related guarantees, and companies in countries that can provide your data with adequate protection.

In some cases, however, we use American software and solutions in connection with the daily operation. A risk assessment is conducted for each provider.

9. Your rights

- You have a right any time to be informed about the data we retain on you, where they come from and what we use them for. You can also get information about how long time we store your personal data and who receives data about you to the extent we pass on data in Denmark and abroad.
- On your request we can give you the data we retain on you. However, access may be restricted for the sake of other persons' privacy protection, trade secrets and intellectual property rights.
- If you believe that the personal data, we retain on you are inaccurate, you have a right to have them corrected. You need to contact us with information of the inaccuracies and how they can be corrected. Please be as specific as possible about your corrections, otherwise, it will complicate our work, and may in some cases lead to our non-compliance with your correction.
- In some cases, we will have an obligation to erase your personal data. This applies e.g. if you withdraw any consent given. If you believe that your data are no longer required in relation to the purpose for which we obtained them, you may ask us to erase them. Moreover, you can contact us if you believe your personal data are being processed in violation of the law or other legal obligations.
- You have a right to file a complaint with the Danish Data Protection Agency [Datatilsynet](#).

- You have a right to raise an objection to our processing of your personal data. You can also object to our passing on your data for marketing purposes. You can send your objection to us using the contact details above. If your complaint is justified, we will make sure to stop processing your personal data.
- You can use data portability if you want your data transmitted to another data responsible or data controller.
- We erase your personal data on our own initiative when they are no longer required for the purpose for which we collected them, or when we have no lawful rights to store them any longer.

You can exercise your rights by contacting the project office at contact@ppf4ukraine.ch or the NIRAS Data Privacy and Compliance officer at GDPR@niras.com.

When you contact us with a request to have your personal data corrected or erased, we will investigate whether the conditions are fulfilled, and will hence implement corrections or erasure as soon as possible.

There may be conditions or limitations to these rights. It is therefore not certain that you e.g. have the right to data portability in the specific case – this depends on the specific circumstances of the treatment activities.

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