

PRIVACY NOTICE

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1. SUMMARY

The following summarizes, but does not replace, the content of this privacy notice. We recommend that you read it in full.

- **Our role.** We, Terre des hommes – Helping children worldwide – Foundation, act as the controller of your personal data (for our own activities, but not those of third-party providers) (see section 3 below);
- **Data we collect.** We collect the personal data which is provided to us by you, or that we lawfully obtain from third parties in the course of our activities (see section 4 below);
- **How we use it.** We process such personal data in accordance with Swiss and other applicable data protection laws applicable to us, mainly in order to fulfil our humanitarian mission to protect children, to manage and administer our activities and to comply with our legal obligations (see section 5 below);
- **Control and Access.** Your personal data is stored in Switzerland and/or the European Union. We do not share it with third parties or transfer it abroad, unless this is both necessary for the performance of our activities and authorized by the applicable laws. This may for instance be the case when we use service providers or must interact with third parties to conduct our professional activities (see sections 6 and 7 below);
- **Retention and security.** We retain your personal data only for as long as is necessary to carry out the activities described in this document. We take appropriate technical and organizational measures to ensure the security of this data (see sections 8 and 9 below); and
- **Your rights.** You can contact us at <https://concern.tdh.org/> to exercise your rights pertaining to your personal data (see sections 10 and 11 below).

2. INTRODUCTION

At Terre des hommes – Helping children worldwide – Foundation (**Tdh** or **we**), we recognize the importance of your personal data and of transparency in our processing activities.

This privacy notice describes how we collect and process personal data about:

- The beneficiaries, users and participants of our services and activities;
- The donors and the potential donors;
- The suppliers, partners and other contacts, as well as any person involved with them;
- The individuals who apply for a position with us; and
- The visitors of our website.

We may also have separate documents that describe how we process personal data in specific circumstances.

3. WHO IS RESPONSIBLE FOR THE PROCESSING OF YOUR PERSONAL DATA?

Terre des hommes – Helping children worldwide – Foundation, Route des Plaines-du-Loup 55, 1018 Lausanne, Switzerland, acts as data controller for the processing your personal data. You will find our contact details below in the section 11 below.

The contents of this privacy notice apply only to processing carried out by us or at our request. Whilst we may provide links to third party websites or services, we do not accept any responsibility or liability for their policies in relation to any personal data or their collecting processing of any personal data.

4. HOW WE COLLECT YOUR PERSONAL DATA

4.1. The information we collect

We collect the information that you provide to us directly. By doing so, you acknowledge the processing set out in this privacy notice.

We might also obtain your personal data from other persons or entities we enter in contact with in the course of our activities, such as our local or international partners in partner organizations, specialized data enrichment service providers, or certain other third parties with whom we collaborate. Insofar as it is permitted, we or these third parties may combine the data in our possession with other public or private databases, such as public or commercial registers (e.g., commercial registers), the press, websites or social media platforms.

The information about you that we may collect from others will depend on the context, but can include the following categories:

Category of personal data	Examples of attributes
Identity details (Physical Identity)	Name, age, date of birth, gender, nationality, identity document, etc.
Contact information (Contact details)	Email address, physical address, phone number or other contact information
Professional information	Information relating to the education, professional training, diplomas, certifications, CV, professional situation, qualifications, languages, position, role, salary

Other categories of personal data mentioned in [Appendix A – List of our processing activities](#):

- Communication data
- Contract and service data services
- Wealth indicators, giving history and philanthropic interests
- Digital Identity
- Images and sounds
- Sanction data
- Watchlists and law-enforcement data
- Official, legal and administrative information
- Locations
- Health and sexual orientation data
- Data on personal life and digital life
- Data from a public presence or activity and from public or online sources
- Entity and ownership risk data

Finally, if you visit our website or digital platforms, we may collect personal data in an automated way, including by means of cookies and other active elements, as described later in this notice.

4.2. Some information is mandatory, and some is optional.

We indicate at the time of collection whether the provision of data is mandatory (for example with an asterisk) and the consequences of a refusal to provide the requested data.

5. HOW DO WE PROCESS YOUR PERSONAL DATA?

We process your personal data in compliance with Swiss data protection laws – and to the extent they apply to us, other data protection legislations, such as the EU General Data Protection Regulation (GDPR) – for the purposes specified in [Appendix A – List of our processing activities](#).

Depending on the processing activity carried out, we will therefore only process your personal data on one of these grounds:

Foundation	Description
Contractual Necessity	The processing is necessary to fulfil our contractual obligations to you or to take pre-contractual steps at your request. Where the GDPR applies, contractual necessity is based on Article 6(1)(b) GDPR .
Legitimate Interest	The processing is necessary for the fulfilment of our legitimate interests, and only to the extent that your interests or fundamental rights and freedoms do not require us to refrain from processing. When the GDPR applies, legitimate interest is based on Article 6(1)(f) GDPR .
Consent	We have obtained your prior consent in a clear and unambiguous manner. Where the GDPR applies, consent is based on Article 6(1)(a) GDPR .
Vital Interests	The processing is necessary to safeguard the vital interests of the data subject or of another person.
Public Interest	The processing is carried out in collaboration with one or more public authorities and bodies, as it is linked to the performance of a public service task, under their authority and with their consent. Where the GDPR applies, the public interest is based on formal commitments established with the competent authorities.
Legal Obligation	The processing is necessary to comply with our legal or regulatory obligations. Where the GDPR applies, the legal obligation is based on Article 6(1)(c) GDPR .

We do not make decisions based exclusively on automated processing which has legal effects on the data subject concerned or which significantly affects them significantly (automated individual decision). However, we may use your data to create a profile of you, for example to analyse your philanthropic potential, segment our donor base or personalize our communications. You may have

the right to object to these activities to the extent provided by law (see section 10 below for more information on your rights).

We may combine your personal data with other information (aggregate) or erase any information that allows us to identify you (anonymize), so that it is no longer considered personal data under applicable data protection law, in which case this privacy notice will no longer apply, and we may use such data for purposes not contemplated by this notice, for example, for statistical or analytical purposes. You may object to the anonymization or aggregation of your personal data for this purpose at any time (see section 10 below for further information on your rights).

6. WHO HAS ACCESS TO PERSONAL DATA AND WITH WHOM ARE THEY SHARED?

We only share your personal data if you expressly consent, if there is a legal obligation or permission to do so, if disclosure is necessary to assert, exercise or defend legal claims, or if the disclosure of data is directly connected with the conclusion or the performance of a contract with you or in your interest. We mainly share personal data:

Recipient category	Description
With our service providers	<p>We may transfer personal data to carefully selected service providers only to the extent necessary for the provision of their contractual services or to carry out our instructions in connection with the fulfilment of the purposes listed in section 5.</p> <p>Such third parties include our IT providers (including cloud service), our administrative and financial service providers (trustees, accountants, tax auditors or advisors, payment providers, etc.), our compliance auditors, our communication and fundraising campaign providers, as well as specialized data enrichment providers, who assist us in analysing and consolidating information for fundraising purposes.</p>
With third parties where we have a legal obligation to do so or a legitimate interest in doing so	<p>We may also share your personal data with third parties in the following situations:</p> <ul style="list-style-type: none"> ➤ When required by law or regulation (e.g., financial <i>reporting</i>, screening activities); ➤ At the request of a competent judicial or administrative authority; ➤ To bring or defend a legal claim; or ➤ In the event of restructuring, in particular if we transfer our assets to another organization.

7. INTERNATIONAL TRANSFERS

We store your personal data on servers located in Switzerland and in the European Union.

In certain circumstances, your personal data may be made available to recipients located abroad, including our subcontractors or other business partners, or to authorities or courts. In particular, we use the services of service providers headquartered in various countries of the European Union, the United Kingdom or the United States, from which some of your personal data may be available.

In such cases, we ensure that appropriate safeguards are in place, in accordance with applicable data protection laws, for example by relying on standard contractual clauses adopted by the European Commission or on a legal exception such as consent, the performance of a contract, the establishment, exercise or enforcement of legal claims, an overriding public interest, or the protection of life or limb.

If you transmit information and data to us, you are expressly deemed to consent to such data transfers. You may request additional information in this regard and obtain a copy of the relevant safeguards upon request by sending a request to the contact address indicated in section 11.

8. HOW LONG DO WE STORE YOUR DATA ?

We will erase or anonymize personal data as soon as it is no longer necessary for the purposes set out in [Appendix A – List of our processing activities](#). This period varies according to the type of data concerned and applicable legal requirements. More information on each type of processing can be found in [Appendix A – List of our processing activities](#).

In view of the legal obligations incumbent upon us, certain information relating in particular to the contractual, tax and accounting relationship must be retained for at least 10 years.

9. SECURITY

We are committed to ensuring the security of your personal data and have put in place physical, technical and organizational measures to keep secure your personal data and prevent unauthorized access to it.

We restrict access to your personal data to those who need access for the purposes described in this notice.

Although we take appropriate steps to protect your personal data, no IT infrastructure is completely secure. Therefore, we cannot guarantee that data you provide to us is safe and protected from all unauthorized third-party access and theft. We waive any liability in this respect.

The internet is a global environment. As a result, by sending information to us electronically, such data may be transferred internationally over the internet depending upon your location. Internet is not a secure environment, and this notice applies to our use of your personal data once it is under our control only. Given the inherent nature of the internet, all internet transmissions are done at your own risk.

If we have reasonable reasons to believe that your personal data have been acquired by an unauthorized person, and applicable law requires notification, we will promptly notify you of the breach by email (if we have it) and/or by any other channel of communication (including by posting a notice on our website).

10. YOUR RIGHTS WITH REGARD TO THE PROCESSING OF YOUR PERSONAL DATA

To the extent permitted by law, you have certain rights in relation to the processing of your personal data. These rights may vary depending on the applicable legal framework.

If the GDPR applies to the processing of your data, you have the following rights, provided that the conditions laid down by this regulation are met:

Right	Description	Reference
Right of access	You have the right to request information about the personal data we hold about you and to ask us for copies of that personal data.	Article 15 GDPR
Right of rectification	You have the right to ask us to rectify inaccurate personal data. You also have the right to ask us to complete any information that is incomplete.	Article 16 GDPR
Right to erasure	You have the right to ask us to erase your personal data in certain circumstances.	Article 17 GDPR
Right to restriction of processing	You have the right to ask us to restrict the processing of your personal data in certain circumstances.	Article 18 GDPR
Right to data portability	You have the right to ask that we transfer in a structured, commonly used and machine-readable format the personal data you gave us to another organization, or to you, in certain circumstances.	Article 20 GDPR

**Right to
object to
processing**

You have the right to object to the processing of your personal data which is based on our legitimate interests, in certain circumstances. In such case, we will no longer process the personal data unless we demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms or where the processing is necessary for the establishment, exercise or defence of legal claims.

[Article 21
GDPR](#)

Further details of your rights can be found in [Appendix A - List of our processing activities](#) of this notice in relation to each processing activity we carry out.

In principle, no fee is charged for exercising your rights listed above, and we respond to requests within one month.

If you wish to exercise your rights, please contact us using the details provided below (see section 11).

In addition to your rights described above, you may also have the right to lodge a complaint with the competent data protection supervisory authority (in particular in the Member State of your habitual residence, place of work or place of the alleged offense) if you are dissatisfied with the way we process your personal data. Although it is not compulsory, we recommend that you contact us first (see section 11), as we may be able to respond directly to your request.

11. CONTACT US

If you believe that your personal data has been used in a way that is not in accordance with this notice, or if you have any questions about the collection or processing of your personal data, you can contact our Data Protection Officer (DPO)

Online: <https://concern.tdh.org/> **By email:** dpo@tdh.org

By mail

Terre des hommes - Helping children worldwide - Foundation
Attn: Data Protection Officer (DPO)
Route des Plaines-du-Loup 55, 1018 Lausanne, Switzerland

12. MODIFICATIONS

This notice is subject to change. Any changes affecting you in the way we process personal data will be communicated to you by an appropriate means, depending on how we normally communicate with you.

Last update: 2026.02.10

APPENDIX A - LIST OF OUR PERSONAL DATA PROCESSING ACTIVITIES

This section describes the purposes for which we process personal data, the personal data we process in relation to each purpose, and how long we keep personal data.

Ref.	Purpose	Processed data	Legal basis	Retention period
1.	To provide our humanitarian and development services and activities, and fulfil our mission in the field	<p>We collect and process the personal data of people with whom we interact and the information they provide to us, as set out in section 4.1 above of our data protection notice.</p> <p>Moreover, we collect information relating to adults or minors who benefit directly or indirectly from our activities to the extent necessary for their fulfilment, including sensitive data (in particular data on health, beliefs, or sexual orientation, offenses, or social welfare measures), financial data and all other information necessary for the fulfilment of our missions.</p>	<p>Necessity (if you are a direct beneficiary of our services).</p> <p>Legitimate interests to accomplish our humanitarian mission (if you are not a direct beneficiary of our missions).</p> <p>Consent (when requested in specific cases)</p> <p>Vital interests in specific contexts (e.g. child protection, humanitarian emergencies, health)</p> <p>Public interest de consort and at all times with the relevant national authorities</p>	<p>In general: 10 years after file closure (or any other applicable retention period).</p> <p>We may also temporarily or permanently archive information relating to our activities in the event of archival or historical interest.</p>
2.	<p>To manage our donors and potential donors and carry out our fundraising operations</p> <p>As part of our fundraising operations, we may need to process your personal data to maintain and manage our donor database, organize fundraising events or communicate with you as part of donation campaigns, collect and manage bequests on our behalf, collect and manage donations via</p>	<p>In addition to the other information mentioned in 4.1 above of our data protection notice:</p> <ul style="list-style-type: none"> ➤ Wealth indicators (including <i>net worth</i> estimates, income levels, asset holdings, links to wealthy structures or families); ➤ Donation history (including amounts and frequency of donations, channels used, causes supported, contribution trends); 	<p>Contractual necessity (management of the contractual relationship with our donors)</p> <p>Legitimate interests to finance our activities</p> <p>Consent (when requested in specific cases)</p>	<p>In general: 10 years following your last interaction with us (including a donation), or any other applicable retention period.</p> <p>We retain your data for as long as necessary to maintain our professional relationship</p>

<p>our websites, organize virtual, face-to-face and hybrid events, and provide donation certificates</p>	<ul style="list-style-type: none"> ➤ Public presence (including media mentions, involvement in organizations or foundations, board membership); ➤ Philanthropic interests (including areas or causes supported in the past, membership of charitable networks, social commitment); ➤ Other data from public sources or available online (including data from official registers, professional networks or publications). 	<p>with you or for as long as we have a legitimate interest in doing so.</p> <p>We may also temporarily or permanently archive information related to our fundraising activities where there is an archival or historical interest.</p>
<p>3. For the administrative management of our organization</p> <p>If we have a business relationship with your employer or with you directly, or if we are in discussions to enter into one, we process personal data that is necessary for the administrative management of our organization, as well as for the following other related purposes, in particular:</p> <ul style="list-style-type: none"> ➤ To carry out the operations in which we are involved, and to procure products and services from our suppliers and subcontractors; ➤ To interact with you, for example to respond to your requests; ➤ To monitor our assignments and the activities of our suppliers; ➤ To manage our archives and files; and ➤ for billing, accounting and tax purposes. 	<p>In accordance with 4.1 above of our data protection declaration.</p>	<p>Legitimate interests to accomplish our humanitarian mission</p> <p>Contractual necessity (if you are a direct beneficiary of our services).</p> <p>10 years after the end of the relationship for accounting, tax or legal reasons</p> <p>Shorter retention periods apply to personal data that does not need to be retained for the above-mentioned reasons.</p>
<p>4. To ensure the safety of our infrastructure, our staff and the general management of our organization</p> <p>We process your personal data when this is necessary to manage and ensure the security of our infrastructure and our staff, including the maintenance of IT infrastructure, for the prevention of fraud or criminal activity, to ensure business continuity.</p>	<p>In addition to the other information mentioned in section 4.1 above of our data protection declaration</p> <ul style="list-style-type: none"> ➤ Interacting with us ; ➤ Logs (such as access logs to our IT infrastructure or offices). 	<p>Legitimate interests</p> <p>Information collected for this purpose is regularly erased or rendered anonymous when no longer required, in accordance with applicable legal requirements.</p>

<p>5. To send you our newsletters if you have subscribed to them</p> <p>You can unsubscribe from the newsletter service at any time, in which case your details will be removed from our lists.</p>	<p>In addition to the other information mentioned in section 4.1 above of our data protection declaration:</p> <ul style="list-style-type: none"> ➤ Time of registration and proof of consent 	<p>Consent obligation (for proof of consent)</p>	<p>Until you unsubscribe.</p>
<p>6. To send you further information about our missions</p> <p>Independently of your subscription to our newsletters, we may also contact you by e-mail to inform you of our activities if you have previously indicated your interest, in particular by making a donation, and you have not objected to the corresponding use of your e-mail address. You can object to the use of your e-mail address for this purpose at any time by contacting us.</p>	<p>In accordance with section 4.1 above of our data protection declaration.</p>	<p>Legitimate interest to communicate about our activities related to our previous interactions with you.</p>	<p>Same as for the treatment referenced under N°1 above.</p>
<p>7. For internal analysis and statistical purposes</p> <p>Unless you object to such processing, we may process your personal data for internal analysis and statistical purposes. You may object to such processing at any time (see the data protection declaration for further information on your rights).</p> <p>We do not use this information to identify you or attempt to link it to you.</p>	<p>All data already collected for another purpose</p>	<p>Legitimate interest</p>	<p>Same as for the treatment referenced under N°1 above.</p>

<p>8.</p>	<p>If you apply for a position with us, we will process your application.</p> <p>If you apply for a position, we will process your personal data exclusively for the purpose of evaluating your application with a view to the possible establishment of an employment relationship, including assessing your abilities and qualifications, and carrying out reference checks, to the extent permitted by Swiss law.</p>	<p>We process the personal data you provide to us.</p> <p>In addition, if you provide us with links to your profile on social media platforms (such as LinkedIn) or contact details of referees, we will assume that we can collect information from these sources.</p> <p>All information you provide must be accurate, complete and not misleading. Transmission of inaccurate, incomplete or misleading data may, to the extent permitted by law, result in rejection of your application or disciplinary action, including immediate dismissal if you have been hired.</p>	<p>Contractual necessity</p>	<p>The personal data of candidates who are not hired is erased at the end of the recruitment process.</p> <p>If an employment relationship is established as a result of your application, your personal data will be entered into your HR file and further processed in accordance with our HR data processing policy, as detailed in our employee data protection declaration.</p>
<p>9.</p>	<p>To operate our websites and digital services</p> <p>If you visit our websites and other digital services (e.g., mobile applications), we process your data to provide you with the requested functionality and to establish a connection with your device on the Internet, to identify you when you use our digital services, to manage their stability and security, and for analysis and statistical purposes.</p>	<p>In addition to the personal data you provide directly, we automatically collect certain technical information about your interactions with our digital services (such as your IP address, the content you accessed, the date and time of access, information about your web browser, your preferences or other information related to your interaction with the websites, including details of your navigation on the websites).</p> <p>We use cookies on the websites. To find out more about how we use cookies, please see our cookie policy (https://www.tdh.org/en/cookies for our main site).</p>	<p>Contractual necessity (to operate our website and provide you with the required functionalities)</p> <p>Legitimate interest (analysis and statistics)</p>	<p>Data collected by means of cookies is stored for the period indicated in our cookie policy (https://www.tdh.org/en/cookies for our main site).</p> <p>The retention of other data depends on the purpose (e.g., if you access our website as part of a campaign to collect donations, the retention period is that mentioned at N°2 above).</p>

<p>10. To manage our presence on networks</p>	<p>In accordance with section 4.1 above of our data protection declaration.</p> <p>In addition, the operators of social networking platforms may collect information about you and provide us with anonymized statistics (e.g. number of views of our publications).</p>	<p>Contractual necessity (answer your questions)</p> <p>Legitimate interest</p>	<p>Otherwise, we do not retain personal data beyond the duration of the existence of the platform, website, web page or event.</p>
<p>11. To manage the face-to-face, virtual and hybrid events we organize</p>	<p>In addition to the other information mentioned in section 4.1 above of our data protection declaration, we collect information relating to at:</p> <ul style="list-style-type: none"> ➤ Your event registration; ➤ Your food and other preferences <p>During events, we may also collect images (including photographs or videos) and audio about you.</p>	<p>Contractual necessity (managing your event registration)</p> <p>Consent (for photo shoots)</p>	<p>In principle, event photos are kept permanently, unless you request their deletion.</p>
<p>12. To comply with rules or contractual obligations prohibiting our organization from supporting or working with entities or individuals linked to criminal activities.</p>	<p>In addition to the other information mentioned in 4.1 above of our data protection notice:</p> <ul style="list-style-type: none"> ➤ Sanction data (UN sanctions, EU sanctions, OFAC, UK HMT, SECO etc.); ➤ Watchlists and law-enforcement data (law-enforcement wanted lists, regulatory enforcements actions, international crime lists, financial crime databases); ➤ Public activity data, when the screened individual is a politically exposed person (PEP), including data on relatives and close associates (RCA); ➤ Public presence data (including media mentions, involvement in fraud, corruption, money laundering, terrorism financing, organized crime or human rights violations); ➤ Entity and ownership risk data (beneficial ownership links, control structures, sanctioned owners or directors, entity-level adverse media); ➤ Other data from public sources or available online. 	<p>Legitimate interests</p>	<p>10 years after the end of the relationship between the individual and Tdh (determined by last contract, donation, or termination of supplier agreement). Data may be retained longer if the individual still appears on a sanctions list.</p>

13. To comply with our other legal obligations

We may further process your personal data if we have a legal obligation to do so or for other legitimate interests. This will be the case, for example, if we need to disclose certain information to public authorities or retain such information for tax or accounting purposes, or for the establishment, exercise or defence of legal claims.

The personal data we process for this purpose are those we have collected for one of the purposes indicated elsewhere in this list.

Legal obligation

We retain personal data for the duration of the legal obligation imposed on us.

In addition to the above, we may process your personal data if we have obtained your prior unambiguous consent. The consent given may be withdrawn at any time, but this does not affect the data processed prior to the withdrawal.

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