



## IRF DATA AND PRIVACY POLICY

This document lays down the Data and Privacy policy (hereafter: Privacy Policy) of the International Road Federation (hereafter: IRF) Chemin de Blandonnet 2, 1214 Vernier / Geneva, SWITZERLAND, Tel: +41 22 306 02 60.

### What is this Privacy Policy for?

IRF operates the websites [www.irfnet.ch](http://www.irfnet.ch), [www.worldroadstatistics.org](http://www.worldroadstatistics.org), [www.gTKP.com](http://www.gTKP.com), [www.research4cap.org](http://www.research4cap.org) and, unless otherwise indicated, are responsible for the data processing operations set out in this Privacy Policy.

Please take note of the information below to know what personal data we collect from you and for what purposes we use it. In data protection matters, we are guided primarily by the legal requirements of Swiss data protection law, in particular the Federal Act on Data Protection (FADP) and the EU General Data Protection Regulation (GDPR), the provisions of which may be applicable in individual cases.

The following information may be amended from time to time. We therefore recommend that you consult this Privacy Policy regularly.

### Contact us

If you contact us via our contact addresses and channels (e.g. by e-mail, telephone or letter mail), your personal data will be processed. The data you have provided us with, e.g. the name of your company, your name, your function, your e-mail address or telephone number and your request, will be processed. In addition, the time of receipt of the request will be documented.

We process this data exclusively in order to implement your requests (e.g. providing information about a product or an event, support in the processing of a contract such as the purchase of data sets, incorporating your feedback into the improvement of our service, etc.). The legal basis for this data processing is our legitimate interest within the meaning of Art. 6 para. 1 lit. f EU-GDPR in the implementation of your request or, if your request is directed towards the conclusion or execution of a contract, the necessity for the implementation of the required measures within the meaning of Art. 6 para. 1 lit. b EU-GDPR.



**Office:**

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Tel : +41 22 306 0260

Email: [info@irfnet.ch](mailto:info@irfnet.ch)



## Data processing via the Website

### 1. Log file data

When you visit our website, the servers of our hosting provider [ DFi Service SA, Chemin des Aulx 18, 1228 Plan-les-Ouates, Switzerland] temporarily store every access in a log file. The following data is collected without your intervention and stored by us until automatically deleted:

- the IP address of the requesting computer,
- the date and time of access,
- the name and URL of the retrieved file,
- the website from which the access was made, if applicable with the search word used,
- the operating system of your computer and the browser you use (incl. type, version and language setting),
- device type in case of access by mobile phones,
- the city or region from where the access was made,
- the name of your internet access provider.

The collection and processing of this data is carried out for the purpose of enabling the use of our website (connection establishment), to permanently guarantee system security and stability as well as for error and performance analysis and enables us to optimise our website (see on these last points also Section 3) **Error! Reference source not found..**

In the event of an attack on the network infrastructure of the website or a suspicion of other unauthorised or abusive website use, the IP address and the other data will be evaluated for the purpose of clarification and defence and, if necessary, used in the context of criminal proceedings to identify and take civil and criminal action against the users concerned.

Our legitimate interest in data processing within the meaning of Art. 6 para. 1 lit. f EU-GDPR lies in the purposes described above.

When you visit our website, we use cookies as well as applications and tools that are based on the use of cookies. In this context, the data described here may also be processed. You will find more details on this in the subsequent sections of this data protection declaration.



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## 2. Use of Cookies

Cookies are information files that your web browser stores on your computer's hard drive or memory when you visit our website. Cookies are assigned identification numbers that identify your browser and allow the information contained in the cookie to be read.

Among other things, cookies help to make your visit to our website easier, more pleasant and more meaningful. We use cookies for various purposes that are necessary, i.e. "technically required", for your desired use of the website. For example, we use cookies to be able to identify you as a registered user after logging in, without you having to log in again each time when navigating the various sub-pages. The provision of the shopping basket and order function is also based on the use of cookies. Furthermore, cookies also perform other technical functions required for the operation of the website, such as so-called load balancing, i.e. the distribution of the performance load of the page to different web servers in order to relieve the servers. Cookies are also used for security purposes, for example to prevent the unauthorised posting of content. Finally, we also use cookies as part of the design and programming of our website, e.g. to enable the uploading of scripts or codes.

The legal basis for this data processing is our legitimate interest within the meaning of Art. 6 para. 1 lit. f EU-GDPR in providing a user-friendly and up-to-date website.

Most internet browsers automatically accept cookies. However, when accessing our website, we ask you for your consent to the cookies we use that are not technically necessary, especially when using third-party cookies for marketing purposes. You can use the corresponding buttons in the cookie banner to define your desired settings. Details of the services and data processing associated with the individual cookies can be found within the cookie banner and in the following sections of this Privacy Policy.

You may also be able to configure your browser so that no cookies are stored on your computer or so that a message always appears when you receive a new cookie. On the following pages you will find explanations of how you can configure the processing of cookies in selected browsers.

- [Google Chrome](#)
- [Apple Safari](#)
- [Mozilla Firefox](#)
- [Microsoft Edge](#)

Deactivating cookies may mean that you cannot use all the functions of our websites.



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### 3. Tracking and web analysis tools

For needs-based design and continuous optimisation of our website, we use the web analysis services listed below. In this context, pseudonymised usage profiles are created and cookies are used (please also refer to Section 2 **Error! Reference source not found.**). The information generated by the cookie about your use of our website is usually transferred to a server of the service provider, where it is stored and processed. This may also result in a transfer to servers abroad, e.g. the USA (see on this point, in particular on the guarantees taken, Section "Transfer of personal data abroad").

In processing this data, we obtain the following information, among others:

- navigation path followed by a visitor on the site (including content viewed and products selected or purchased),
- time spent on the website or sub-page,
- the last sub-page viewed before leaving the website,
- the country, region or city from where access is made,
- end device (type, version, colour depth, resolution, width and height of the browser window), and
- returning or new visitor.

The provider will use this information on our behalf to evaluate the use of the website, to compile reports on website activities for us and to provide other services related to website and internet use for the purposes of market research and needs-based design of these internet pages. For these processing operations, we and the providers may to a certain extent be considered joint data controllers.

The legal basis for this data processing with the following tools is your consent within the meaning of Art. 6 para. 1 lit. a EU-GDPR. You can revoke your consent or refuse processing at any time by rejecting or deactivating the relevant cookies in your web browser settings or by making use of the service-specific options described below.

For the further processing of your data by the respective provider as the (sole) data protection controller, in particular also any forwarding of this information to third parties such as authorities on the basis of national legal regulations, please refer to the respective data protection information of the provider.

On our website [research4cap.org](http://research4cap.org) we do not use any tracking tools. The tracking tools used on the other websites are listed below.



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## Google Analytics

On our website [www.worldroadstatistics.org](http://www.worldroadstatistics.org) use the web analytics service Google Analytics from Google Ireland Limited (Gordon House, 4 Barrow St, Dublin, D04 E5W5, Ireland) or Google LLC (1600 Amphitheatre Parkway, Mountain View, CA 94043, USA) ("Google").

The data described about the use of the website may be transmitted to the servers of Google LLC. in the USA for the processing purposes explained (see Section 3). The IP address is shortened by activating IP anonymisation ("anonymizeIP") on the website before transmission within the Member States of the European Union or in other contracting states to the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and shortened there.

Users can prevent the collection of the data generated by the cookie and related to their website use (including the IP address) and its transmission to and processing by Google by downloading and installing a browser plugin under the following link: <http://tools.google.com/dlpage/gaoptout?hl=de>. Further information on data protection at Google can be found here.

## Jetpack

On our websites [www.irfnet.ch](http://www.irfnet.ch) and [www.worldroadstatistics.org](http://www.worldroadstatistics.org) we use the service JetPack. The Jetpack plug-ins for WordPress are provided by Automattic Inc, 132 Hawthorne Street, San Francisco, CA 94107, USA.

Jetpack is a WordPress plug-in that offers additional functions to the operator of a website built on WordPress. Among other things, Jetpack allows the operator of the website to keep track of visitors to the site. By displaying related posts and publications or the possibility to share content on the page, it is also possible to increase the number of visitors. In addition, security functions are integrated into Jetpack so that a website using Jetpack is better protected against brute force attacks. Jetpack also optimises and speeds up the loading of images integrated on the website. Jetpack uses cookies for this purpose.

Automattic's privacy policy is available at <https://automattic.com/privacy/>.

## Twitter Syndication and Twitter Button

On our website [www.irfnet.ch](http://www.irfnet.ch) we use the Twitter Syndication and Twitter Button services. The services are provided by Twitter International Company, One Cumberland Place, Fenian Street, D02 AX07 Dublin 2, Ireland.



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The service stores and processes information about your user behaviour on our website. Among other things, the service uses cookies for this purpose. We use the service for optimisation purposes, in particular to improve the use of our website for you and to make its design more user-friendly.

Twitter's privacy policy is available at <https://twitter.com/en/privacy>.

## 4. Registration to the Newsletter

If you register for our e-mail newsletter the following data will be collected. Mandatory data is marked with an asterisk (\*) in the registration form:

- Email Address\*
- First Name\*
- Last Name\*
- Organization\*
- Country\*

In order to avoid misuse and to ensure that the owner of an e-mail address has actually given their consent, we use a double opt-in procedure for registration. After sending the registration form, you will receive an e-mail from us containing a confirmation link. In order to definitely register for the newsletter, you must click on this link. If you do not click on the confirmation link within the specified period, your data will be deleted again and our newsletter will not be sent to this address.

By registering, you consent to the processing of your data in order to receive messages from us about our organisation, our events and related services. This may also include invitations to participate in competitions or to evaluate services. The collection of the name allows us to verify any link between the registration and a possibly already existing customer account and to personalise the content of our messages to you. The link to a customer account helps us to make the offers and content contained in the newsletter more relevant to you and better tailored to your potential needs.

We will use your data to email you until you revoke your consent. Revocation is possible at any time, in particular via the "Manage your Subscription" link in all our newsletter emails.

Our marketing emails may contain a so-called web beacon or 1x1 pixel (tracking pixel) or similar technical tools. A web beacon is an invisible graphic that is linked to the user ID of the respective newsletter subscriber. For each marketing email sent, we receive information on which addresses have not yet received the email, to which addresses it was sent and for which addresses the sending failed. We also see which addresses have



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opened the email, for how long and which links they have clicked on. Finally, we receive information about which addresses have unsubscribed. We use this data for statistical purposes and to optimise our promotional emails in terms of frequency, timing, structure and content. This allows us to better tailor the information and offers in our emails to the individual interests of recipients.

The web beacon is deleted when you delete the email. To prevent the use of the web beacon in our marketing emails, please set the parameters of your email program so that HTML is not displayed in messages if this is not already the case by default. In the help section of your email software you will find information on how to configure this setting, e.g. [here](#) for Microsoft Outlook.

By subscribing to the newsletter, you also consent to the statistical evaluation of user behaviour for the purpose of optimising and adapting the newsletter. This consent constitutes our legal basis for the processing of your data within the meaning of Art. 6 para. 1 lit. a EU-GDPR.

We use the email marketing solution Mailchimp that is provided by The Rocket Science Group, LLC, 675 Ponce de Leon Ave NE, Suite 5000, Atlanta, USA, for the delivery of newsletters. Your data will be stored in a database of Mailchimp, which allows Mailchimp to access your data if this is necessary for the provision of the software and for support in the use of the software. You can find the privacy policy of Mailchimp under the following link: <https://www.intuit.com/privacy/statement/>.

The legal basis for this processing is our legitimate interest within the meaning of Art. 6 para. 1 lit. f EU-GDPR in the use of third-party services.

## 5. Social Media

On our websites, we have included links to our profiles in the social networks of the following providers:

- Facebook by Meta Platforms Inc., One Hacker Way Menlo Park, CA 94025, USA, or, if EU or Swiss resident, Meta Platforms Ireland Ltd., 4 Grand Canal Square, Grand Canal Harbour, Dublin 2, Ireland
- LinkedIn Corporation, 1000 West Maude Avenue Sunnyvale, CA 94085, USA, or, if EU or Swiss resident, LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland
- Twitter Inc. with its registered office at 1355 Market Street, Suite 900, San Francisco, CA 94103, USA;
- Flickr Inc., Mountain View, CA 94041, USA (on the websites [www.irfnet.ch](http://www.irfnet.ch) and [www.worldroadstatistics.org](http://www.worldroadstatistics.org))
- Youtube, operated by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland (only on the website [www.research4cap.org](http://www.research4cap.org))



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When you click on the icon of a social network on our website, you are automatically redirected to our profile in the respective network. This establishes a direct connection between your browser and the server of the respective social network. This provides the network with the information that you have visited our website with your IP address and clicked on the link.

If you click on a link to a network while you are logged into your user account with the network in question, the content of our website may be linked to your profile so that the network can assign your visit to our website directly to your account. If you want to prevent this, you should log out before clicking on the relevant links. A connection between your access to our website and your user account takes place in any case if you log in to the respective network after clicking on the link. The respective provider is responsible under data protection law for the associated data processing. Please note the information on the relevant network's website.

The legal basis for any data processing attributed to us in this regard is our legitimate interest within the meaning of Art. 6 para. 1 lit. f EU- GDPR in the use and promotion of our social media profiles.

## 6. Registration for an WRS Data Warehouse account

If you over your WRS Data Warehouse Account over the website [www.worldroadstatistics.org](http://www.worldroadstatistics.org) create, the following data will be collected. Mandatory data is marked with an asterisk (\*) in the registration form:

- First name\*
- Last name\*
- Email\*
- Password\*
- Confirm password\*
- Telephone
- Mobile
- Job Title\*
- Organisation\*
- How do you intend to use the WRS data?\*
- How did you hear about the WRS?
- I have read, understood, and hereby accept the terms & conditions and privacy policy which apply to IRF websites, IRF Data Warehouse and use of IRF World Road Statistics data \*
- Click if you wish to receive the IRF newsletter and other communications from IRF.\*



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We use the personal details to establish your identity and to check the requirements for registration. The email address and password are used as login details to ensure that the correct person is using the website under your account. We also need your email address to verify and confirm the opening of your account and for future communication with you as required to process the contract.

The legal basis for the processing of your data for the preceding purpose is your consent pursuant to Art. 6 para. 1 lit. a EU-GDPR. You can revoke your consent at any time by removing the information from your customer account or by deleting your customer account or having it deleted by notifying us.

## Becoming a Member or Associate Member

On our website [www.irfnet.ch](http://www.irfnet.ch) you have the option to become a member of IRF. In order to apply for a membership, you will have to fill in the provided register form. By filing the register form (via email), the following data will be collected.

- Organisation
- Address
- Zip/Postal code
- City
- Country
- Organisation website
- Title
- Full Name
- Position
- Telephone
- E-Mail
- Payment by Credit Card
- Payment by Bank Transfer
- Signature

If you apply for a membership by filing the filled in register form, the following data will be collected:

- Membership Category
  - Public Sector
    - Universities, Colleges and Research Institutes
    - Governments



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- Local/Rural; State/Provincial; or National/Federal
- Private Sector
  - National Road Association and other Industry-Related Organisations
  - Annual operating Budget
- Contractors, Engineering/Design and Management Firms, Suppliers, Distributors, Equipment, Manufacturers, etc.)
  - Annual Turnover /Sales

If you apply for an Associate membership, by filing the filled in register form, the following data will be collected:

- Membership Category
  - University Professor
  - Retiree
  - Individual Person from a Developing Country and working in Local Government
  - Independent Consultant
  - Student

We process your personal information for membership administration and to inform you of IRF-related events, content, and other benefits or opportunities associated with your IRF membership. We may also use this information to help us understand our members' needs and interests to better tailor our products and services to meet your needs.

The legal basis for data processing for this purpose is the fulfilment of a contract according to Art. 6 Para. 1 lit. b EU-GDPR respectively your consent according to Art. 6 Para. 1 lit. a EU-GDPR. You can revoke your consent at any time with effect for the future.

## 7. Registration to our events

If you register for one of our events, the following data will be collected. Mandatory data is marked with an asterisk (\*) in the registration form:

- Title\*
- First Name\*
- Last Name\*
- Organisation\*



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- Job Title\*
- Phone number\*
- E-mail\*
- Fax
- Address
- City\*
- Country\*
- How did you hear about this event?\*
- Type of participant\*
- Do you wish to stay at the conference venue?\* (if applicable for the specific event)
- Do you need the visa to attend the conference?\* (if applicable for the specific event)
- I have read and I accept the terms and conditions and privacy policy\*

The purpose of processing your personal data in connection with the event registration form is managing your registration and attendance at the event, including sending you notifications about the event. This processing of your personal data is necessary for the conclusion and performance of a contract in view of your registration and attendance at the event.

## Disclosure to and access by third parties

Without the support of other companies, we would not be able to provide our services in the desired form. In order for us to be able to use the services of these companies, it is also necessary to pass on your personal data to a certain extent. Such a transfer takes place to the extent that it is necessary for the fulfilment of the contract requested by you, for example to the logistics or transport companies that deliver the requested products, or to a manufacturer who is to fulfil your warranty claim. The legal basis for these disclosures is the necessity for the performance of the contract within the meaning of Art. 6 para. 1 lit. b EU-GDPR.

Furthermore, data is passed on to selected service providers, but only to the extent necessary for the provision of their services. Various third party service providers are explicitly mentioned in this privacy policy, e.g. in the sections on marketing. These are, for example, IT service providers (such as providers of software solutions), advertising agencies and consultancies. Our legitimate interest within the meaning of Art. 6 para. 1 lit. f EU-GDPR in the procurement of third-party services forms the legal basis for this data transfer.



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In addition, your data may be disclosed to authorities, legal advisors or debt collection agencies, if we are legally obliged to do so or if this is necessary to protect our rights, in particular to enforce claims arising from our relationship with you. Data may also be disclosed if another company intends to acquire our company or parts thereof and such disclosure is necessary to carry out due diligence or to complete the transaction. The legal basis for this data transfer is our legitimate interest within the meaning of Art. 6 para. 1 lit. f EU-GDPR in safeguarding our rights and complying with our obligations or the sale of our company.

## Transfer of personal data abroad

We are entitled to transfer your personal data to third parties abroad if this is necessary to carry out the data processing mentioned in this Privacy Policy. In doing so, we will of course comply with the statutory provisions on the disclosure of personal data to third parties. If the country in question does not have an adequate level of data protection, we guarantee through contractual regulations that your data is adequately protected by the recipients.

## Retention periods

We only store personal data for as long as is necessary to carry out the processing explained in this Privacy Policy within the scope of our legitimate interest. In the case of contractual data, storage is required by statutory retention obligations. Requirements that oblige us to retain data result from the provisions on accounting and from tax law regulations. According to these regulations, business communications, concluded contracts and accounting vouchers must be stored for up to 10 years. As far as we no longer need this data to perform the services for you, the data will be blocked. This means that the data may then only be used if this is necessary to fulfil the retention obligations or to defend and enforce our legal interests. The data is deleted as soon as there is no longer any obligation to retain it and we no longer have any legitimate interest in retaining it.

## Your rights

Provided that the relevant legal requirements are met, as a person affected by data processing you have the following rights:



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**Right of access:** You have the right to request access to your personal data stored and processed by us at any time and free of charge. This gives you the opportunity to check what personal data we process about you and that we use it in accordance with applicable data protection regulations.

**Right to rectification:** You have the right to have inaccurate or incomplete personal data rectified and to be informed of the rectification. In this case, we will inform the recipients of the data concerned of the adjustments made, unless this is impossible or involves disproportionate effort.

**Right to deletion:** You have the right to have your personal data deleted under certain circumstances. In individual cases, especially in the case of legal retention obligations, the right to deletion may be excluded. In this case, we may block your data instead, provided the conditions are met.

**Right to restrict processing:** You have the right to request that the processing of your personal data be restricted.

**Right to data transfer:** You have the right to obtain from us, free of charge, the personal data you have provided to us in a readable format.

**Right to object:** You can object to the processing of your data at any time, in particular for data processing in connection with direct advertising (e.g. advertising emails).

**Right of withdrawal:** In principle, where you have given consent you have the right to withdraw that consent at any time. However, processing activities that have already taken place based on your consent do not become unlawful because of your revocation of consent.

To exercise these rights, please send us an email to the following address: [info@irfnet.ch](mailto:info@irfnet.ch).

**Right of complaint:** You have the right to lodge a complaint with a competent supervisory authority, for example against the way your personal data is processed.

## Data Security

We use appropriate technical and organisational security measures to protect your personal data stored with us against loss and unlawful processing, namely unauthorised access by third parties. Our employees and the service companies commissioned by us are obliged by us to maintain confidentiality and data protection. Furthermore, these persons are only granted access to the personal data to the extent necessary for the fulfilment of their tasks.



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Our security measures are continuously adapted in line with technological developments. However, the transmission of information via the Internet and electronic means of communication always involves certain security risks and we cannot provide an absolute guarantee for the security of information transmitted in this way.

## Links to other websites

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this Privacy Policy. You should exercise caution and look at the privacy policy applicable to the website in question.

## How to contact IRF

Should you have comments or questions about our Privacy Policy, you may send us an email to [info@irfnet.ch](mailto:info@irfnet.ch).

Any request you send us in relation to our privacy policy or how we process your data will be treated within 30 days.

This Privacy Policy was last amended by 30 September 2022.

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