

Information Security and Data Protection

Preamble

mpw understands that information security and IT-security are important factors for the success of the company as well as key elements in the value creation chain. Our work is based on an ongoing and complete program that comprises guidelines, specifications, training and controls, which is regularly verified with the support of competent experts as regards up-to-datedness, suitability and effectiveness.

mpw can rely on the long-standing and manifold experience gained by working with different clients having high-level requirements in matters of data security and discretion (for example, organizations of the Swiss federal administration, as well as businesses operating in the financial and insurance sectors). Specific client needs concerning data transfer and storage are accommodated individually by way of contractual stipulations.

Information Security

Besides technical and environmental security requirements, our staff is fundamental to a living information security culture. Already at the recruitment stage, we give paramount importance to values such as integrity, trustworthiness and sensitivity in handling confidential data and information. Upon taking up duty, our personnel signs a non-disclosure agreement which remains valid even after the termination of employment. Any object, document or data pertaining to the company or related to security must be returned or erased. Any data or information from clients or candidates may only be utilized within the scope of fulfilling the agreed-upon mandate.

Moreover, mpw applies a broadly accepted definition of compliance: our understanding of compliance is that we must respect the rule of law as well as the guidelines which are customary in our line of business. mpw follows the standards of the sectoral organization Swiss Assessment and of the professional associations SBAP (Swiss Professional Association of Applied Psychology) and FSP (Federation of Swiss Psychologists).

Data Storage

mpw stores and processes data for a maximum of 10 years; the documents pertaining to assessments are saved for no more than 5 years. For this, we rely exclusively on professional Cloud solutions offered by well-established providers which can guarantee the highest security standards. At the end of the above-mentioned periods, all documents and data are completely deleted.

Data Protection

With regard to data protection and its implementation, mpw is aligned with the ISO 27001 and ISO 27002 international standards. Moreover, it also applies the legal principles and rights laid down in the Federal Act on Data Protection (nFADP) and the EU General Data Protection Regulation (GDPR).

For its data storage and data processing needs, mpw relies exclusively on systems and servers in countries which can guarantee appropriate data protection based on the updated list provided by the Federal Data Protection and Information Commissioner (Switzerland and Germany). mpw does not belong to a group of companies which may grant access to the authorities or submit to the legal system or the jurisdiction of a State that does not ensure a level of data protection that is at least equivalent to that in Switzerland or the European Union.

Strategic providers are bound by written agreements based on the usual standards. Each agreement pertaining to data protection and information security is verified and revised if needed, particularly with regard to sensitive data. These agreements are checked and further developed at predetermined intervals. Providers are obligated to process the data stored on their systems exclusively within the framework of their cooperation with mpw. Any processing of data for other purposes is strictly forbidden.