



# Privacy policy for the use of the RISE method

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## 1 Introductory remarks

- a. Prior to using the RISE<sup>i</sup> method, users<sup>ii</sup> are required to accept the present privacy policy.
- b. The privacy policy establishes how BFH<sup>iii</sup> handles user data that were collected and generated in the context of using the RISE method.
- c. HAFL reserves the right to adapt the privacy policy. In such an event, users will be duly informed and asked to accept the updated version to be able to continue using the RISE method.
- d. Should doubts or questions arise concerning privacy protection, users can contact the RISE administration via the following email address: [rise.hafl@bfh.ch](mailto:rise.hafl@bfh.ch)

## 2 Principles

- a. All stakeholders involved in the usage of the RISE method are responsible for maintaining privacy protection and data security.
- b. The use of the RISE method is usually based on a license agreement between client and BFH. It can also be based on an oral or written agreement between the user and BFH; this applies e.g. to students.
- c. The use of RISE is only permitted to persons who have received a personal access authorization<sup>iv</sup> by the BFH. Obtaining this authorization requires participation in an official RISE training or an individual introduction.
- d. The RISE administration is committed to guaranteeing the security of personal information against access by unauthorized third parties and to protecting all data collected and saved in the RISE database from loss and from unwanted manipulation by third parties to the greatest extent possible.

## 3 User account and user data

- a. The authentication of a user requires the creation of a user account.
- b. By the creation of a user account a direct relationship is established between BFH and the individual user; this also applied to the event that a user account is created on behalf of an institution resp. client.
- c. The following user-related information is saved in the RISE database:
  - User name
  - Friendly name (Name and surname)
  - Email address
  - Password
- d. The **User name** is required for log-in into the RISE application und serves the identification of the user within the application. It can be freely chosen in the first place and cannot be modified subsequently.

- e. The **Friendly name** supports the rapid identification of the user and should thus consist of the user's name and surname. It can however be freely chosen and modified as desired.
- f. The **Email address** is required for the contact between BFH and the user, and in case of loss of the password. It can be freely modified.
- g. The **Password** is needed for log-in to the RISE application. It has to meet the following criteria: 1) consist of not less than 8 and not more than 50 characters; 2) contains uppercase and lowercase letters; 3) contains at least number and one special character (such as @, #).
- h. The user is responsible for updating his/her user information.
- i. The password must be replaced at least every 3 months.

## 4 Usage of user information

- a. User information is only utilized by the RISE administration and exclusively to the below purposes.
- b. **Contact between BFH and user** in the context of RISE usage.
- c. **Information of the user** about RISE updates.
- d. **Automated password generation** upon request of the user.
- e. **Personal access authorization**.
- f. **Analysis of user activities** to evaluate the practical experience of the user and to control compliance with the license agreement (e.g. number of recorded farms by client and of completed RISE analyses by user).

## 5 Protection and deletion of user data

- a. All user information except for the password is saved in unencrypted form in the user database.
- b. Access to the user database is restricted to the RISE administration.
- c. IT specialists who are mandated by HAFL with the maintenance of the RISE database and the development of the RISE application, are subject to a confidentiality clause<sup>v</sup>.
- d. BFH does not pass on any user information to third parties (i.e. to persons and institutions that do not form part of a license agreement).
- e. In order to control compliance with a license agreement, it may be necessary to provide information about users who were or are using RISE in the context of a license to the holder of that license.
- f. A user account is normally deleted by the RISE administration and upon request of the concerned user.
- g. BFH reserves to itself the right to delete a user account if a user demonstrably violated the RISE Code of Conduct<sup>vi</sup> or did not respond to emails for more than 1 year.
- h. Together with the user account, all related information except for the user name is deleted from the database. The user name stays reserved within the database.

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<sup>i</sup> **RISE (Response-Inducing Sustainability Evaluation)** is a computer-based method for agricultural consultancy, research and training provided by the School of Agricultural, Forest and Food Sciences HAFL, Bern University of Applied Sciences BFH in Zollikofen, Switzerland that can be used to analyse and improve the sustainability of farms with the farmers. The RISE method comprises a scientific indicator framework, computer software and various supporting materials such as manuals, workbooks and templates. RISE is the property of BFH and can be used with a licence. Further information can be obtained at: [www.bfh.ch/rise](http://www.bfh.ch/rise)

<sup>ii</sup> **Users** are individuals who use the RISE software. They have a user account in the RISE software that serves to identify the person using it.

<sup>iii</sup> **BFH** stands for School of Agricultural, Forest and Food Sciences (HAFL), Department of Agronomy. HAFL is a department of the Bern University of Applied Sciences (BFH). <http://www.hafl.bfh.ch>

<sup>iv</sup> An access authorisation allows users to set up and edit projects and farm surveys/scenarios in the RISE software.

A role model defines what users may do in the RISE software with the data that they can access. Users are assigned one of the following roles with the corresponding authorisations:

i) Guest: reading a fictitious farm survey

ii) Interviewer:

- Entering, reading, editing and deleting farm surveys.
- Adding new farm surveys and assigning them to projects.
- Provisionally entering master data.

When a licence agreement expires or the working relationship between the user and the organisation is dissolved, the user accounts will be deactivated by BFH. Users must notify BFH of relevant changes. These users retain their user account and can use the RISE software again under a new licence.

<sup>v</sup> Excerpt from article 4, **Confidentiality**, of the General Terms and Conditions of HAFL (April, 2012): „All documents, records, information and data entrusted to or produced by the contractor in connection with the assignment are to be treated as confidential and must not, either in whole or in part, be made accessible to third parties unrelated to the agreement nor used for purposes other than those for which they were supplied or elaborated. The contractor shall draw the attention of its staff to the confidentiality obligation resulting from the above.“

<sup>vi</sup> The **Code of conduct** outlines how users should interact with the participating farmers during the RISE evaluation and how they have to contribute to privacy protection and data security. The Code of Conduct must be read and affirmed by the user's signature prior to the creation of a new user account.