HOPAN CONSULTING AG | BÖSCH 21 | 6331 HÜNENBERG

Privacy Policy

Pursuant to the Swiss Federal Act on Data Protection (FADP) · As of: 18 November 2026

1. Data Controller and Scope

Hopan Consulting AG
Bösch 21
6331 Hünenberg
Switzerland
Phone: +41 41 211 19 20
Email: info@hopan.ch
Website: https://www.hopan.ch

This Privacy Policy explains how we process personal data when you visit our website, contact us by email, or engage with us in the course of our business activities. In doing so, we comply with the Swiss Federal Act on Data Protection (FADP) and the Data Protection Ordinance (DPO). Where other data protection laws apply in individual cases, we comply with those as well.

2. Categories and Origin of Personal Data

Depending on your relationship with us, we primarily process contact and communication data (such as name, email address, and messages), contract and billing data, as well as records required for fiduciary, tax, accounting, payroll, and advisory mandates. This may also include information about employees of our clients and, in individual cases, sensitive personal data, such as health-related information contained in payroll or social insurance documentation.

We generally receive this information directly from you or our clients; where necessary and permissible, we may also obtain it from their authorized representatives, employers, public authorities, or other involved parties. In addition, technical access data is generated when you visit our website.

3. Purposes of Processing

We process personal data to respond to email inquiries, prepare and execute mandates, provide our services, communicate with clients and business partners, issue invoices, comply with statutory obligations, safeguard legitimate interests, and ensure the security of our IT systems. We process data only to the extent necessary and legally permissible for the respective purpose.

4. Website Visits and Wix

Our website is hosted and provided via the Wix platform (Wix.com Ltd.). When you use our website, technical data such as your IP address, date and time of access, browser and device information, and pages visited may be processed. This processing serves primarily to ensure the technical delivery, stability, and security of the website.

Wix uses strictly necessary cookies and similar technologies for this purpose. We do not use any additional analytics or marketing tools of our own, nor do we operate a newsletter on this website.

Further information about the platform provider can be found in Wix's Privacy Policy: https://www.wix.com/about/privacy.

5. Contact Exclusively via Email

Prospective and existing clients may contact us at info@hopan.ch. We process your email address, any additional contact details you voluntarily provide, the content of your message, and any attachments in order to respond to your inquiry, assess a potential engagement, or manage an existing mandate. No contact form is provided on our website.

Unencrypted emails may not be sufficiently protected against unauthorized access. For particularly confidential documents, an appropriate secure transmission channel can be arranged in advance.

6. Mandate and Client Data

In the course of providing financial accounting, payroll administration, tax advisory, audit, and other consulting services, we process the records and personal data required to fulfill our mandates. This may include financial, tax, personnel, and social insurance data.

Depending on the specific activity, we act either as a data controller or as a data processor on behalf of a client. The specific roles and responsibilities are governed by the actual workflows, contractual agreements, and statutory provisions, including applicable statutory duties of confidentiality such as audit secrecy (Art. 730b para. 2 of the Swiss Code of Obligations).

7. Recipients and Data Processing on Our Behalf

Where necessary and permissible, personal data may be disclosed to IT and hosting providers, email and software service providers, external specialists, banks, insurance companies, social insurance institutions, public authorities, or other mandate-related recipients. We engage external service providers subject to appropriate contractual, organizational, and technical data protection safeguards.

Data is disclosed strictly on a purpose-bound basis and only to the extent required. Client data is never sold for advertising purposes.

8. Disclosure of Data Abroad

Our email and mandate infrastructure is operated exclusively in Switzerland. Solely in connection with the hosting and technical provision of our website via Wix, technical access data may be transferred to or accessed from the following countries outside Switzerland: Member States of the European Economic Area (EEA/EU), Israel, and the United States of America (USA).

The Swiss Federal Council has recognized an adequate statutory level of data protection for the Member States of the EEA/EU and for Israel (Annex 1 to the Swiss Data Protection Ordinance). To the extent technical data is transferred to the USA, this is based on recognized data protection safeguards, in particular Wix's certification under the Swiss-U.S. Data Privacy Framework as well as EU Standard Contractual Clauses (SCC) with the necessary Swiss adaptations.

9. Data Retention and Data Security

We retain personal data for as long as required for the respective purpose or as long as statutory retention periods or legitimate grounds for retention apply. Certain business and accounting records are generally subject to a ten-year statutory retention period; depending on the type of document, other periods may apply. Personal data that is no longer needed is deleted or anonymized unless statutory obligations prevent this.

We implement technical and organizational measures proportionate to the risk to protect data against loss, unauthorized access, or unlawful processing. However, absolute security in internet transmissions cannot be guaranteed.

10. Rights of Data Subjects

Subject to statutory requirements, you have the right in particular to request information about the processing of your personal data, the rectification of inaccurate data, and, where applicable, the erasure of data, the cessation of processing, or the release and transfer of certain data. Consent given may generally be withdrawn with effect for the future. Statutory retention obligations and other legal restrictions remain reserved.

To exercise your rights, please contact info@hopan.ch. To protect your data, we may carry out an appropriate identity verification. Further information is available from the Swiss Federal Data Protection and Information Commissioner (FDPIC) at https://www.edoeb.admin.ch.

11. Amendments

We may amend this Privacy Policy if our data processing activities, services, or legal requirements change. The version currently published on our website shall apply.