

Data protection information

Mod. 4.1 Customers

Data protection information pursuant to Art. 19 of the Federal Act on Data Protection (FADP) of September 25, 2020	Identity and contact details of the controller
Elaborated on: 24.09.2023 Last update: 14.11.2023	DEVO-Tech AG Hauptstrasse 39, CH-4417 Ziefen +41 61 935 97 97 info@devo-tech.ch

1. Purpose of processing

We process your personal data for the following purposes:

- Business initiation
- Contract fulfillment
- Invoicing and assertion of claims
- Compliance with legal requirements

This involves the following data categories:

A) Sale of products and services

- Master data (e.g. company, first name, surname, address, e-mail, telephone number)
- Order information (e.g. description of the service, sales price, payment information, discount)
- Information for processing the ordered products and services
- Further information for the fulfillment of contractual obligations

B) Shipping of the products

- Master data (e.g. company, first name, surname, address, e-mail, telephone number)
- Further delivery information

C) Support and advice

- Master data (e.g. company, first name, surname, address, e-mail, telephone number)
- Questions, photos and any other information required to answer the request

In addition, we will process master data (first name, surname, e-mail, telephone number) of your employees if they process orders or projects for you.

The processing of the aforementioned data is absolutely necessary for the provision of the service.

2. Categories of recipients

Personal data is disclosed to the following categories of recipients:

- Provider of software solutions
- IT service providers
- Freight forwarders
- Payment service providers
- Trustee
- Subcontractors

All recipients have been carefully selected and, where necessary, contractually commissioned in accordance with Art. 9 FADP. They are bound by our instructions, have suitable technical and organizational measures in place and are regularly reviewed.

In addition, data may be passed on in the event of official inquiries or legal proceedings if this is absolutely necessary.

3. Storage period

Your data will be stored for at least as long as is necessary to achieve the aforementioned purposes and for as long as we are legally or contractually obliged to store it.

4. Disclosure of personal data abroad

When your data is processed, it may also be transferred abroad, e.g.

- For the shipment of products.
- When forwarding personal data to service providers.

We may also transfer data to third parties abroad who are involved in the execution of the contract (e.g. to authorities and courts), as well as to other bodies such as foreign tax authorities.

Your data may therefore be processed worldwide, including outside Switzerland or the EU or the European Economic Area (i.e. also in so-called third countries). We therefore take the legally required measures to reduce the risk of state access abroad authorized by foreign legislation.

5. Your rights

You have the right to request information about the processing of your personal data at any time and free of charge. Further rights such as the right to data erasure, data rectification, restriction of data processing and the right to data portability exist within the legally prescribed framework.

You also have the right to lodge a complaint with a competent supervisory authority. The competent supervisory authority for data protection in Switzerland is the Federal Data Protection and Information Commissioner (FDPIC).

6. Exercise of rights

To exercise your rights, please contact us by e-mail or post. We will reply to you in due time.

Note: This privacy policy may change at any time due to newly issued provisions of the Federal Council and recommendations of the FDPIC. It is therefore advisable that you check this declaration occasionally for updates.