

# Data protection information

Mod. 4.2 Suppliers

Data protection information pursuant to Art. 19 of the Federal Act on Data Protection (FADP) of September 25, 2020	<b>Identity and contact details of the controller</b>
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## 1. Purpose of processing

We process your personal data for the following purposes:

- Ordering products and services
- Accounting management
- Document filing and other administrative work
- Assertion of claims

This involves the following data categories:

- Contact details (company, first name, surname, address, e-mail, telephone number)
- Identification data (signature)
- Information on products and services ordered
- Contract content and agreed conditions
- Bank and payment data
- Other data that you voluntarily provide to us as part of the processing of the contractual relationship or as part of the initiation of a contract

The processing of the data is absolutely necessary for the fulfillment of the above-mentioned purposes.

## 2. Categories of recipients

Personal data is disclosed to the following categories of recipients:

- Provider of software solutions
- IT service provider
- Subcontractor

All recipients have been carefully selected and 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 use of cloud solutions

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.