

Information Notice on the Processing of Your Personal Data

Art. 19 FADP – Swiss Federal Act on Data Protection of 25 September 2020

Dear Supplier,

We hereby inform you that our organization is in possession of your data, classified as personal data under the FADP – Swiss Federal Act on Data Protection of 25 September 2020, which you have directly provided to us. In compliance with this legislation, we kindly invite you to carefully read the following information notice.

Nature of the Data Processed

We process your identification, contact, fiscal, and financial data, necessary for the performance of existing or future contractual relationships. We are not in possession of any personal data concerning you that may qualify as sensitive data or as data relating to criminal convictions and offences (Art. 5 FADP).

Purpose of Processing and Data Retention Period

Your personal data are processed for the entire duration of the contractual relationship and thereafter, in connection with contractual requirements, compliance with legal obligations, and for the effective management of financial and commercial relations. Data shall be retained for the period necessary to fulfil tax obligations, as required under federal legislation.

Methods of Processing

The processing of personal data is carried out by means of appropriate tools and procedures ensuring security and confidentiality, and may be performed both on paper and through automated IT systems designed to store, manage, and transmit such data.

Obligation or Voluntary Nature of Data Provision

With regard to data that we are legally obliged to collect in order to comply with statutory requirements, failure on your part to provide such data shall result in the impossibility of establishing or continuing the contractual relationship, insofar as such data are necessary for its performance.

Access to Your Data

The following categories of persons may have access to your personal data: the Data Controller, shareholders, collaborators, employees, administrative and accounting staff, consultants, system administrators, and/or third-party companies, strictly to the extent necessary for the performance of their duties within our organization, on the basis of a mandate imposing confidentiality and security obligations.

Communication and Disclosure

Your personal data shall not be disseminated to unspecified parties through public availability or consultation. Your personal data may, however, be communicated, within the scope of their respective and specific competence, to public authorities and, more generally, to any public or private entity with regard to which we have an obligation (or a right, under statutory or secondary legislation, including international provisions) or a necessity to communicate such data.

Data Transfers

The management and storage of personal data take place in cloud systems located within Swiss territory, owned and/or made available to the Data Controller and/or duly appointed third-party Data Processors. The Data Controller ensures that any transfer of personal data outside Switzerland shall be carried out in accordance with Section 3 (Articles 16 et seq.) of the FADP, through the adoption of standard contractual clauses for data protection between the Data Controller or Data Processor and the counterparty, duly notified to the Swiss Federal Data Protection and Information Commissioner (FDPIC).

Your Rights

Articles 25 to 32 of the FADP grant you specific rights. In particular, you may obtain confirmation as to whether or not personal data concerning you are being processed and receive communication of such data, including the purposes of the processing. Furthermore, you may request the erasure, anonymization, or blocking of personal data processed unlawfully, as well as the updating, rectification, or, where you have a legitimate interest, the completion of such data. You also have the right to object, on legitimate grounds, to the processing of your personal data..

We kindly request that you promptly notify the Data Controller of any changes to your personal data, so as to enable compliance with Article 16 of the above-mentioned legislation, which requires that collected personal data be accurate and therefore kept up to date.

The Data Controller is **SIP Swiss Industrial Promotion SA**, with its registered office at Strada Cantonale 171, 6534 San Vittore, Switzerland. Phone: +41 (0)91 820 10 44. Email: info@sipsa.ch

SIP Swiss Industrial Promotion SA
