

Date Protection Declaration for Business Partners (customers, suppliers and others)

In this Data Protection Declaration we inform you about how the Amstein + Walthert Group (**Amstein + Walthert**) processes your **personal data** when you enter into a business relationship with us.

Issued: 20.07.2020. We may amend this Data Protection Declaration at any time. The current version at the time of the conclusion of the contract with you is applicable. We will inform you in advance of any significant changes in an appropriate format.

Name and Contact Details of Those Responsible

The company which concludes or has concluded the respective contract with you (hereafter also referred to as **we** or **us**) is responsible for processing your personal data in accordance with this Data Protection Declaration. If you have any questions or concerns in connection with the processing of your personal data, please contact this company or the contact stated. You can find the corresponding contact details for the respective company here: <https://www.amstein-walthert.ch/standorte/> or in your contract.

Which personal data do we process?

In the course of conducting our business relationship with you, we may process the following personal data:

- Contact information (e.g. name; address; e-mail address);
- Professional information (e.g. employer; business partner represented; job title; title/position);
- Business-related information (e.g. order processes; transaction data; contractual data);
- Information in connection with a specific customer event, trade fair or industry event;
- Information in connection with launching new products and services, unless you object to this processing;
- In order to ensure the security of our employees, our landlords also use video surveillance cameras at various sites. Unless they are legally obliged to keep records, they will delete resp. overwrite them after one month.

Unless otherwise agreed with you or necessary for the establishment, exercise or defence of legal claims, we will not process special categories of personal information (particularly sensitive data).

Legal Basis and Processing Purposes

We process your personal data to perform your contract with us and to the extent that this is justified by overriding interests, consent or law. Accordingly, we process your personal data particularly for the following purposes:

- Handling of business relations (e.g. communication with customers; communication with suppliers; acquisition; making quotations; order processing; project planning and organisation, etc.)
- Internal group contract management (e.g. centralised accounting services; customer management);

- Cooperation with other business partners (e.g. subcontractors; general contractors; experts etc.);
- Security purposes (e.g. building security inc. access control; security of systems inc. IT infrastructure against misuse, damage and disruption; protection of our data; secrets and assets; technical monitoring of buildings within the scope of ongoing projects, etc.);
- Investigations and legal proceedings (e.g. clarification of misconduct; monitoring and investigation measures within the framework of legal, regulatory and internal specifications; participation in investigations & proceedings; enforcement, exercising or defence of legal claims, etc.);
- In accordance with our authorised interest, we may use your contact information for marketing purposes, in particular to provide you with information about our services, analyses, events, courses that are likely to be of interest to you, or to perform the services you have engaged as part of a business relationship.

Where required by law, we will ask for your consent in advance to such communications.

If we send you a newsletter, you have the opportunity to object to receiving such newsletters in the future at any time by sending an e-mail to marketing@amstein-walthert.ch or via a link in the respective newsletter or to revoke your previously given consent for the future.

Forwarding Your Personal Data

In principle, only those persons involved in the processing of business relationships will be able to see your personal data. These persons are subject to a duty of confidentiality, and are aware of data protection & data security.

We may forward your personal data with the following entities:

- Service providers (e.g. internal or external service providers, e.g. IT service providers, trustees);
- Our business partners.

Beyond that, we do not pass on your personal data to third parties, unless you give us your consent to do so.

If the aforementioned recipients are located in countries that do not protect your personal data to the same extent as Switzerland or the EU/EEA states, we will ensure the protection of your personal data in an appropriate manner (e.g. by appropriate contracts). Please contact us for further information (e.g. to receive a copy of any transfer agreements) under the contact details mentioned above.

Do we make automated decisions in individual cases?

“Automated decisions in individual cases” are deemed to be decisions made automatically, i.e. without any relevant human influence, and which have negative legal effects or other, similar negative effects on you. As a rule, we do not carry out automated decisions in individual cases. We will inform you separately should we use automated decisions in individual cases.

Storage and Retention

We will retain your data for as long as required for the lawful purpose for which it was obtained and as long as we have an authorised interest in it (e.g. until the termination of our contract and/or the limitation period so as to be able to defend ourselves against legal claims). Exceptions apply if, for example, in individual cases, there are longer statutory retention obligations, if retention is necessary for reasons of evidence or if there is another exceptional reason valid under applicable law.

Data Security

We take appropriate security measures of a technical nature (e.g. encryption, physical and electronic access restriction, data protection, etc.) and of an organisational nature (e.g. instructions/directions, confidentiality agreements, employee training, etc.) to maintain the security of your personal data and to protect it against unauthorized or unlawful processing.

Your Rights

In connection with the processing of your personal data you have the following rights:

- You may at any time **request** information and disclosure of what personal data we process about you, how, for how long and for what purposes.
- You have the right at any time to have data stored about you **corrected or deleted**.
- You can request at any time to **restrict** the processing of data about you.
- If we process your personal data based on your consent, you have the right to **revoke** your consent at any time. However, the revocation only refers to future data processing, whereby the legality of data processing prior to the revocation remains unaffected.
- You have the right to **lodge a complaint** with the competent (supervisory) authority (in Switzerland, the Federal Data Protection and Information Commissioner (FDPIC)) or to contact them at any time if you believe that your personal data is not being processed in accordance with data protection legislation.

To exercise your rights, please contact us using our contact details at the following link <https://www.amstein-walthert.ch/standorte/> or those in your contract.