

Privacy Policy

Version dated February 12, 2026

1 What is this privacy policy about?

- 1 4Plate by Pro Gravur AG (hereinafter also referred to as "we," "us") collects and processes personal data relating to you or other persons (so-called "third parties"). We use the term "data" here synonymously with "personal data" or "personal information."
- 2 In this privacy policy, we describe what we do with your data when you use our website, purchase our services or products, are otherwise connected to us within the scope of a contract, communicate with us, or otherwise have dealings with us. If necessary, we will inform you in a timely manner in writing about additional processing activities not mentioned in this privacy policy. In addition, we may inform you separately about the processing of your data.
- 3 If you provide us with data about other people, such as work colleagues, we assume that you are authorized to do so and that this data is correct. By providing data about third parties, you confirm this. Please also ensure that these third parties have been informed about this privacy policy.
- 4 This privacy policy is designed to meet the requirements of the Swiss Federal Act on Data Protection ("FADP") and the EU General Data Protection Regulation ("GDPR"). However, whether and to what extent these laws apply depends on the individual case.

2 Who is responsible for processing your data?

- 1 For the data processing described in this privacy policy, 4Plate by Pro Gravur AG, Bern, Switzerland, is the controller under data protection law, unless otherwise communicated in specific cases.
- 2 You can contact us regarding your data protection concerns and to exercise your rights in accordance with section 10 as follows:
 - 4Plate by Pro Gravur AG
Lagerhausweg 34
3018 Bern
Switzerland
+41 31 996 28 28
info@progravur.ch

3 What data do we process?

1 We process various categories of data about you. The most important categories are as follows:

- **Communication data:** When you contact us by email, telephone, letter, or other means of communication, we collect the data exchanged between you and us, including your contact details and the metadata of the communication. If we record or listen in on telephone calls or video conferences, e.g. for training and quality assurance purposes, we will inform you of this separately. Such recordings may only be made and used in accordance with our internal guidelines. You will be informed if and when such recordings take place, e.g. by notification during the video conference in question. If you do not want to be recorded, please let us know or end your participation. If you simply do not want your image to be recorded, please turn off your camera. If we want or need to verify your identity, e.g., in the event of a request for information made by you, we will collect data to identify you (e.g., a copy of an ID card).
- **Master data:** Master data refers to the basic data that we require in addition to the contract data (see below) for the processing of our contractual and other business relationships or for marketing and advertising purposes, such as your name, contact details, and information about your role and function, your bank account details, your date of birth, customer history, powers of attorney, signatory authorizations, and declarations of consent. We process your master data if you are a customer or other business contact or work for such a customer or contact (e.g., as a contact person for the business partner), or because we want to contact you for our own purposes or the purposes of a contractual partner (e.g., for marketing and advertising, invitations to events, newsletters, etc.). We receive master data from yourself (e.g. when you make a purchase or register), from organizations you work for, or from third parties such as our contractual partners, associations, and address brokers, and from publicly accessible sources such as public registers or the internet (websites, social media, etc.). We may also collect master data from our shareholders and investors.
- **Contract data:** This is data that arises in connection with the conclusion or execution of a contract, e.g., information about contracts and the services to be provided or provided, as well as data from the period prior to the conclusion of a contract, information required or used for processing, and information about reactions (e.g., complaints or information about satisfaction, etc.). We usually collect this data from you, from contractual partners and from third parties involved in the execution of the contract, but also from third-party sources (e.g., credit rating providers) and from publicly available sources.

- Technical data: When you use our website or other electronic services, we collect the IP address of your device and other technical data to ensure the functionality and security of these services. This data also includes logs that record the use of our systems. In order to ensure the functionality of these services, we may also assign you or your device an individual code (e.g., in the form of a cookie, see section 11). The technical data itself does not allow any conclusions about your identity. However, in the context of user accounts, registrations, access controls, or the processing of contracts, they may be linked to other categories of data (and thus, if applicable, to your person).
 - Registration data: Access controls to certain facilities may require registration data; depending on the control system, this may also include biometric data.
 - Other data: We also collect data from you in other situations. For example, in connection with official or legal proceedings data is processed (such as files, evidence, etc.) that may also relate to you. We may also collect data for health protection reasons (e.g., as part of protection concepts). We may receive or produce photos, videos, and audio recordings in which you may be recognizable (e.g., at events, through security cameras, etc.). We may also process data about who enters certain buildings or has corresponding access rights (including access controls based on registration data or visitor lists, etc.), who participates in events or activities (e.g., competitions) and when, or who uses our infrastructure and systems and when. Finally, we process data about our shareholders and other investors; in addition to master data, this includes information for the relevant registers, regarding the exercise of their rights and the holding of events (e.g., general meetings).
- 2 You provide us with much of the data referred to in this section 3 yourself (e.g., via forms, in communication with us, in connection with contracts, when using the website, etc.). You are not obliged to do so, subject to individual cases, e.g., in the context of binding protection concepts (legal obligations). If you wish to conclude contracts with us or use our services, you must also provide us with data as part of your contractual obligations under the relevant contract, in particular master data and contract data. When using our website, the processing of technical data is unavoidable. If you wish to gain access to certain systems or buildings, you must provide us with registration data.
- 3 To the extent that this is not prohibited, we also obtain data from publicly accessible sources (e.g., debt collection registers, land registers, commercial registers, media, or the internet, including social media) or receive data from other companies within our group, from authorities, and from other third parties (such as credit agencies, address brokers, associations, contractual partners, internet analysis services, etc.).

4 For what purposes do we process your data?

- 1 We process your data for the purposes explained below. These purposes and the underlying objectives represent legitimate interests on our part and, where applicable, on the part of third parties. You can find further information on the legal basis for our processing in section 5 .
- 2 We process your data for purposes related to communicating with you, in particular to respond to inquiries and assert your rights (section 10) and to contact you if we have any questions. For this purpose, we use communication data and master data in particular. We process this data to document our communication with you, for training purposes, for quality assurance, and for inquiries.
- 3 We process data for the establishment, management, and execution of contractual relationships.
- 4 We process data for the provision, operation, and further development of our website. Further information on the online area can be found in sections 11 and 12 .
- 5 We process data for marketing purposes and to maintain relationships, e.g. to provide our customers and other contractual partners with loyalty and bonus programs, to hold customer events, competitions, and similar events, or to send our customers and other contractual partners personalized advertising for products and services from us and third parties (e.g., advertising contractual partners). This may take the form of newsletters and other regular contacts (electronically, by mail, by telephone), via other channels for which we have your contact information, but also as part of individual marketing campaigns (e.g., events, competitions, etc.) and may also include free services (e.g., invitations, vouchers, etc.). You can refuse such contacts at any time (see section 5) or refuse or revoke your consent to be contacted for advertising purposes. With your consent, we can tailor our online advertising on the internet to you in a more targeted manner (see section 11). Finally, we also want to enable our contractual partners to contact our customers and other contractual partners for advertising purposes (see section 6) .
- 6 We also process your data for market and opinion research, to improve our services and our operations, and for product development.
- 7 We may also process your data for security purposes and for access control (house rules).
- 8 We process personal data to comply with laws, directives, and recommendations from authorities and internal regulations ("compliance") and to protect and enforce our rights.

- 9 We also process data for the purposes of our risk management and as part of prudent corporate governance, including business organization, corporate development, and corporate transactions.
- 10 We may process your data for other purposes, e.g., as part of our internal processes and administration or for training and quality assurance purposes.

5 On what basis do we process your data?

- 1 If we ask for your consent (art. 6 para. 1 point a GDPR) for specific processing (e.g., for marketing mailings), we will inform you separately about the relevant purposes of the processing. You can withdraw your consent at any time with future effect by sending us a written notice (by post) or, unless otherwise specified or agreed, by email; our contact details can be found in section 2 . For information on withdrawing your consent to online tracking, see section 11. As soon as we receive notification of the withdrawal of your consent, we will no longer process your data for the purposes to which you originally consented, unless we have another legal basis for doing so. The withdrawal of your consent does not affect the lawfulness of the processing carried out on the basis of your consent until withdrawal.
- 2 Where we do not ask for your consent to processing, we base the processing of your personal data on the fact that the processing is necessary for the initiation or performance of a contract with you (or the entity you represent) (art. 6 (1) (b) GDPR) or that we or third parties have a legitimate interest (art. 6 (1) (f) GDPR) in doing so, in particular in order to pursue the purposes described above under section 4 and related objectives and to be able to implement appropriate measures. Our legitimate interests also include compliance with legal requirements, insofar as these are not already recognized as a legal basis by the applicable data protection law. However, our legitimate interests also include the marketing of our products and services, the interest in better understanding our markets, and the secure and efficient management and further development of our company, including its operations.
- 3 If we receive sensitive data (e.g., health data or biometric data for identification purposes), we may also process your data on other legal bases, e.g., in the event of disputes due to the need to process for a possible lawsuit or the enforcement or defense of legal claims. In specific cases, other legal grounds may apply, which we will communicate to you separately if necessary.

6 Who do we disclose your data to?

- 1 In connection with our contracts, our website, our services and products, our legal obligations, or otherwise to pursue our legitimate interests and the other purposes listed in section 4, we also transfer your personal data to third parties, in particular to the following categories of recipients:

- **Service providers:** We work with service providers in Switzerland and abroad who process data about you on our behalf or in joint responsibility with us, or who receive data about you from us on their own responsibility (e.g., IT providers, shipping companies, advertising service providers, cleaning companies, security companies, banks, insurance companies, collection agencies, credit agencies, or address verifiers). This may also include health data. For information on the service providers used for the website, see section 11 .
- **Contractual partners including customers:** This primarily refers to our customers and other contractual partners (e.g., suppliers and subcontractors), as this data transfer arises from these contracts. If you work for such a contractual partner yourself, we may also transfer data about you to them in this context. Recipients also include contractual partners with whom we cooperate or who advertise for us and to whom we therefore transfer data about you for marketing purposes. We require these partners to only send you advertising or display it based on your data if you have consented to this (for the online area, see section 11).
- **Authorities:** We may disclose personal data to government agencies, courts, and other authorities in Switzerland and abroad if we are legally obliged or entitled to do so, or if this appears necessary to protect our interests. The authorities process data about you that they receive from us on their own responsibility.
- **Other persons:** This refers to other cases where the involvement of third parties arises from the purposes set out in section 4 , e.g., industry organizations, media, associations, and purchasers and parties interested in acquiring business areas.

2 All of these categories of recipients may involve third parties, meaning that your data may also become accessible to them. We can restrict processing by certain third parties (e.g., IT providers), but not by other third parties (e.g., authorities, banks, etc.).

3 We also allow certain third parties to collect personal data from you on our website (see section 11) and at events organized by us (e.g., media photographers, providers of tools that we have integrated into our website, etc.). Insofar as we are not significantly involved in this data collection, these third parties are solely responsible for it. If you have any concerns or wish to assert your data protection rights, please contact these third parties directly.

7 Is your personal data also transferred abroad?

1 As explained in section 6, we also disclose data to other parties. These are not only located in Switzerland or Europe but can be in any country in the world.

2 If a recipient is located in a country without adequate legal data protection, we contractually oblige the recipient to comply with the applicable data protection

regulations, unless they are already subject to a legally recognized set of rules for ensuring data protection and we cannot rely on an exception. An exception may apply in particular in the case of legal proceedings abroad, but also in cases of prevailing public interest or if the execution of a contract requires such disclosure, if you have consented to it, or if it concerns data that you have made publicly available and you have not objected to its processing.

8 How long do we process your data?

We process your data for as long as required for our processing purposes, the statutory retention periods, and our legitimate interests in processing for documentation and evidence purposes, or if storage is necessary for technical reasons. If there are no legal or contractual obligations to the contrary, we delete or anonymize your data after the storage or processing period has expired as part of our usual procedures.

9 How do we protect your data?

We take appropriate security measures to maintain the confidentiality, integrity, and availability of your personal data, to protect it against unauthorized or unlawful processing, and to counteract the risks of loss, accidental alteration, unintentional disclosure, or unauthorized access.

10 What are your rights?

- 1 Applicable data protection law grants you the right to object to the processing of your data under certain circumstances, in particular for direct marketing purposes.
- 2 To make it easier for you to control the processing of your personal data, you also have the following rights in connection with our data processing, depending on the applicable data protection law:
 - The right to request information from us about whether and which data we process about you.
 - The right to have us rectify data if it is inaccurate.
 - The right to request the erasure of data.
 - The right to request that we disclose certain personal data in a commonly used electronic format or transfer it to another controller.
 - The right to withdraw consent, insofar as our processing is based on your consent.

- The right to receive further information necessary for the exercise of these rights upon request.

- 3 If you wish to exercise the above rights vis-à-vis us (or vis-à-vis one of our group companies) , please contact us in writing, at our premises or, unless otherwise specified or agreed, by email; our contact details can be found in section 2. To prevent misuse, we must identify you (e.g. with a copy of your ID, unless otherwise possible).
- 4 Please note that these rights are subject to conditions, exceptions, or restrictions under applicable data protection law (e.g., to protect third parties or trade secrets). We will inform you accordingly if necessary.
- 5 If you disagree with our handling of your rights or data protection, please let us know (section 2). In particular, if you are located in the EEA, the United Kingdom, or Switzerland, you also have the right to complain to the data protection supervisory authority in your country. You can contact the Swiss supervisory authority here: <https://www.edoeb.admin.ch/en/contact-2>. A list of authorities in the EEA can be found here: https://www.edpb.europa.eu/about-edpb/about-edpb/members_en. You can contact the UK supervisory authority here: <https://ico.org.uk/global/contact-us/>.

11 Do we use cookies and other tracking technologies?

- 1 We use various techniques on our website that enable us and third parties we engage to recognize you when you use our website and, in some cases, to track you across multiple visits. This section provides information about this.
- 2 Essentially, this means that we can distinguish your access (via your system) from that of other users so that we can ensure the functionality of the website and carry out evaluations and personalization. We do not want to infer your identity, even if we are able to do so, insofar as we or third parties we engage can identify you by combining registration data. Even without registration data, however, the technologies used are designed in such a way that you are recognized as an individual visitor each time you visit a page, for example by our server (or the servers of third parties) assigning you or your browser a specific identification number (known as a "cookie").
- 3 Cookies are individual codes (e.g., a serial number) that our server or a server of our service providers or advertising partners transmits to your system when you connect to our website and which your system (browser, mobile device) receives and stores until the programmed expiration date. Each time you access the website, your system transmits these codes to our server or the third party's server. This allows you to be recognized even if your identity is unknown.
- 4 We only use necessary cookies on our website. These are necessary for the functioning of the website as such or for certain functions. If you block them, the website

may not work. Other cookies are necessary so that the server can store decisions or entries you have made beyond a session (i.e., a visit to the website) if you use this function (e.g., selected language, consent given, etc.).

- 5 Other techniques may also be used to recognize you (i.e., distinguish you from other users) with a greater or lesser degree of probability, e.g., "fingerprinting." Fingerprinting combines your IP address, the browser you are using, your screen resolution, your language selection, and other information that your system communicates to each server, resulting in a unique fingerprint. This eliminates the need for cookies.
- 6 Whenever you access a server (e.g., when using a website or app, or because an image is visible or invisible in an email), your visits can be tracked.
- 7 We use such technologies on our website and allow certain third parties to do so as well. However, depending on the purpose of these technologies, we will ask for your consent before using them. You can program your browser to block certain cookies or alternative technologies, to deceive them, or to delete existing cookies. You can also enhance your browser with software that blocks tracking by certain third parties. For more information, please refer to your browser's help pages (usually under the heading "Privacy") or the websites of the third parties listed below.

12 What data do we process on our social media pages?

- 1 We may operate pages and other online presences (e.g., "channels," "profiles," etc.) on social networks and other platforms operated by third parties, where we may collect the data about you described in Section 3 and below. We receive this data from you and the platforms when you contact us via our online presence (e.g., when you communicate with us, comment on our content, or visit our presence). At the same time, the platforms evaluate your use of our online presences and link this data with other data about you known to the platforms (e.g., about your behavior and preferences). They also process this data for their own purposes and on their own responsibility, in particular for marketing and market research purposes (e.g., to personalize advertising) and to control their platforms (e.g., what content they show you).
- 2 We process this data for the purposes described in section 4, in particular for communication, marketing purposes (including advertising on these platforms), and market research. Information on the relevant legal basis can be found in section 5. We may share content that you have published yourself (e.g., comments on an announcement) (e.g., in our advertising on the platform or elsewhere). We or the platform operators may also delete or restrict content from or about you in accordance with the user guidelines (e.g., inappropriate comments).

- 3 For further information on the processing of data by the platform operators, please refer to the platforms' privacy policies. There you will also find information on the countries in which they process your data, your rights to information, deletion, and other rights of data subjects, and how you can exercise these rights or obtain further information. We use the LinkedIn platforms.

13 Can this privacy policy be changed?

This privacy policy is not part of a contract with you. We may amend this privacy policy at any time. The version published on this website is the current version.