

General privacy notice for Pro Gravur AG

Contents:

1. Name and contact details of the responsible unit
2. Collection and storage of personal data; type, purpose and use
3. Disclosure of data to third parties
4. Your rights as affected person
5. Your right of appeal
6. Data processing through our website
7. Privacy policy in the application process

1. Name and contact details of the responsible unit

Pro Gravur AG CEO
Michael Tütsch
Lagerhausweg 34 3018
Berne

Switzerland

Tel.: +41 31 996 28 28

e-mail: info@progravur.ch

2. Collection and storage of personal data; type, purpose and use

When you contact us regarding an enquiry or an order, the following information is collected:

- form of address, title, first name, family name
- address
- e-mail address
- telephone number (landline and mobile phone)
- if applicable FAX number (if available)
- if applicable banking details

Moreover, we collect all information necessary for the fulfilment of your contract with us.

Personal data are collected -

- to identify you as a client;
- to be able to advise you appropriately;
- to be able to fulfil our contractual obligations to you;
- to meet our legal obligations;
- to be able to correspond with you;
- for purposes of invoicing and, if necessary, for the dunning process;
- for purposes of permissible direct advertising;
- for the assertion of possible claims against you.

The processing of personal data is initiated by your enquiry to us and is necessary for the purposes mentioned for handling your order and fulfilling obligations arising from the underlying contract.

The collected personal data will be stored at least until the statutory retention requirement has elapsed.

3. Disclosure of data to third parties

On principle, your personal data will never be forwarded to third parties. Exceptions to this only apply insofar as it is necessary for the settlement of a contract concluded with you. In particular, it includes disclosure to service providers appointed by us (so-called external processors) or other third parties whose activities are necessary for the implementation of the contract (e.g. shipping companies or banks). The disclosed data may expressly only be used by the third parties for the purposes mentioned.

4. Your rights as affected person

As a data subject you hold various rights:

- Right of cancellation: At any time, you can cancel permissions you have given to us. Data processing based on the cancelled permission may then not be continued.
- Right to information: You may demand information about your personal data that have been processed by us. This applies particularly to the purposes of the data processing operations, the categories of personal data, possibly the categories of recipients, the duration of storage, where appropriate the origin of your data as well as possibly the existence of automated decision making including profiling and, if necessary, significant information of its details.
- Right of rectification: You may request the rectification of wrong, or the completion of your personal data stored by us.
- Right to erasure: You may request that your personal data stored by us be deleted provided that their processing is not necessary for the exercise of freedom of expression and information, for the fulfilment of legal obligations, for reasons of public interest or for the assertion, exercise of defence of legal claims.

- Right to restriction on processing: You may request restriction on processing insofar as the accuracy of the data is contested by you, the processing is unlawful, but you oppose their erasure. Moreover, you have this right when we no longer need the data but require them for the assertion, exercise or defence of legal claims. Furthermore, you have this right if you have filed an objection against processing of your personal data;
- Right to data portability: You may request that we transmit to you any personal data which you make available to us in a structured, current and machine-readable format. Alternatively, you may request direct transmission of the personal data you make available to us to another responsible person as far as that is possible.
- Right of appeal: You may lodge a complaint at the competent supervisory authorities, e.g. if you believe that we are processing your personal data in an unlawful manner.

5. Your right of appeal

Insofar as we process your personal data based on a legitimate interest you have the right to appeal against such processing. If you would like to make use of your right of appeal, a notice in written form suffices. You are welcome to write to us, send a FAX or an e-mail. You will find our contact details in section 1 of this privacy notice.

6. Data processing online

Certain personal data are also processed via our internet site under www.progravur.ch, inter alia the IP address of website visitors.

Based on our legitimate interests under current Swiss jurisdiction we, or rather our hosting service surveys each access to the server on which this service is located (so-called server log files). Among the access data are the name of the website viewed, file, date and time of the retrieval, transferred data volume, notice of successful retrieval, browser type and version, the user's operating system, referrer URL (the site previously visited), IP address und the inquiring provider.

For reasons of security (e.g. clarification of improper use or fraudulent actions), log file information is stored for the duration of a maximum of one year after which it is deleted. Data needing to be stored for longer because of being required for evidence purposes are exempt from deletion up to the final clarification of the incident concerned.

7. Privacy policy in application process

We process the data of applicants only for the purpose, and in the course of the application procedure in accordance with statutory requirements. Processing of applicants' data is undertaken to fulfil our (pre)contractual obligations within the framework of the application procedure in line with current Swiss jurisdiction in so far as data processing becomes necessary for us e.g. within legal processes.

The application procedure presupposes that applicants supply us with application data. If we offer an online form, the applicants' data required are designated, otherwise they come from job descriptions and include data about the individual, postal and contact addresses and the documentation required for the application such as a covering letter, the CV and certificates. Apart from that applicants may supply us voluntarily with additional information.

In submitting the application to us, the applicants agree to their data being processed for purposes of the application procedure in accordance with the kind and scope outlined in this privacy notice.

If special categories of personal data in line with current Swiss jurisdiction are disclosed within the application procedure, such data are processed in addition (e.g. health data such as severe disability or ethnicity). If applicants are requested to supply special categories of personal data in line with current Swiss jurisdiction within the application procedure, such data are processed in addition (e.g. health data) if they are necessary for exercising the occupation.

Provided these are available, applicants may submit their applications via an online form on our website. Data transmitted to us are encoded according to the state of the art.

Alternatively, applicants may submit their applications via e-mail. However, please note that e-mails are basically not sent in encrypted format and encryption is the responsibility of the sender. Hence, we cannot take responsibility for the transmission of the application between the sender and receipt on our server and we thus recommend that you rather make use of the online form (if available) or postal services.

In case of a successful application, the data submitted by applicants can be further processed by us for purposes of the employment relationship. Otherwise, if the application for a job opening is not successful, the applicants' data are deleted. Applicants' data are also deleted if an application is withdrawn. Applicants may exercise this right at any time.

If the applicant consents, the data may be stored for future vacancies.

Subject to a justified repeal by the applicant, the data are deleted after a period of 12 months for us to be able to answer possible follow-up questions about the application and meet our obligations of proof under the Statute of Equality of Treatment. Accounts for a possible travel refund are archived in accordance with tax specifications.