

Information Notice on the Processing of Your Personal Data

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

Dear Client,

For the proper and complete performance of contractual relationships, we hold data concerning you which are qualified as personal data under the FADP – Federal Act on Data Protection of 25 September 2020. In accordance with this legislation, we kindly invite you to carefully read the following information notice.

Nature of the data processed

We process your personal and contact details, as well as tax and financial information. We hereby inform you that we do not hold any data qualifying as sensitive data deserving of special protection (Art. 5 FADP).

Purpose of the processing, legal grounds and data retention period:

Your data are processed for the entire duration of current or future contractual relationships aimed at providing our services, in order to comply with tax and accounting obligations provided for by laws, regulations, and applicable provisions. The legal grounds for processing can be found in Art. 31, letter a). Your data will be retained for the period necessary to fulfil tax obligations as established by federal legislation.

Methods of processing

Data are processed using tools and procedures suitable to ensure their security and confidentiality. Processing may be carried out either through paper-based media or with the aid of automated IT systems designed to store, manage and transmit the data.

Obligation or option to provide data

The provision of data is mandatory in order to fulfil obligations established by laws, regulations and provisions. Failure to provide such data makes it impossible to establish or continue the contractual relationship.

Scope of data accessibility:

Your data may be made accessible, for the purposes indicated, to employees and collaborators of the Controller, administrative and accounting staff, our consultants, as well as to third-party companies or other entities performing outsourcing activities on behalf of the Controller in their capacity as data processors.

Disclosure and dissemination

Your data will not be disseminated to unspecified parties by means of availability or consultation.

Your data may, however, be disclosed, within the scope of their respective and specific competences, to authorities and, in general, to any public or private entity in respect of which we have an obligation (or a right recognised by statutory law, secondary legislation, or EU law) or a necessity to disclose.

Data transfer

We make use of service providers established in Switzerland and in the European Union who process personal data within the European Economic Area (EEA). Consequently, personal data are not transferred to States that do not provide an adequate level of protection according to Swiss and European law.

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 and your contact person(s) exist, as well as communication of such data and the purposes on which processing is based. You may also request the erasure, anonymisation, or blocking of data processed in breach of the law, as well as the updating, rectification, or—should you have an interest—the integration of the data. You may object, on legitimate grounds, to the processing itself.

We kindly request that you promptly notify the Data Controller of any changes to your personal data, in order to comply with Art. 6 of the aforementioned legislation, which requires that collected 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
