

Privacy Policy

I. Data protection statement

We thank for your interest in Monosuisse. Data protection is a major matter to us. We would like to explain below, what personal data is collected through our website www.monosuisse.com and what happens to such personal data. Personal data are every piece of information that may be used to personally identify you. However, our website may contain links to websites not covered by this privacy policy. We assume no responsibility or liability for data protection performance by such websites or online offerings of third parties.

Our website operators take your personal data protection very seriously. Your personal data are confidentially treated and in accordance with Switzerland data protection legal ordinances (specifically, the Swiss Federal Data Protection Act "DPA") and those of the European Union (specifically, the European General Data Protection Regulation "GDPR") and this privacy policy.

Every time you use this website some personal data is collected. This privacy policy explains what kind of data is collected by us and the use we give thereto. It also explains how, and to which end such collection is done.

Take into account that internet data transmission (such as e-mail) may have security gaps. It is impossible to provide full data protection against third party access.

II. Data collection on our website

1. Collection and processing of personal data

As in almost all websites, any access to our website regularly generates the storage of data and information in the server's record files. The following data are collected:

- IP address used, assigned by your internet service provider.
- The website remitting you to our offering.
- Webpages through which you navigate.
- Date of your access and the duration of your visit.
- The number of data sent in bytes.
- The source/reference from which you reached our website.
- The web browser and the operating system used.

With this information, you, as user, cannot be personally identified by us. There is no assignment to a specific person. Collection of such data is technically required to show our website to you and to guarantee its stability and security. The legal basis for temporary storage of such data and record files are Article 13, paragraph one, of DPA, and Article 6, paragraph one, letter f, of GDPR. Data are eliminated as soon as they are no longer needed to achieve the intended purpose. Collection and temporary storage of such data for availability of our website are mandatory for its operation. Therefore, there is no possibility of user refusing.

2. Job applications

If you file your job application online through the e-mail address made available, your data will be stored and assessed for the purposes of processing your application. Your application documents will be treated under strict confidentiality, will not be disclosed to third parties and will only be processed in order to cover the position for which your application has been filed. In the absence of your express consent to the contrary, the application

file (electronic) will be erased or destroyed once the application process is completed, except when subjected to a legal safekeeping obligation. If no appropriate position is available at that time, we will be delighted in keeping your application documents beyond a particular term with your prior consent. The legal basis for the processing of your data is Article 13, paragraph one and paragraph two, letter *a* of DPA, and Article 6, paragraph one, letters *a*, *b* and *f* of GDPR.

3. Contact through contact form, e-mail, telephone or fax

If you contact us through the contact form on our website, the e-mail address, telephone or fax number, personal data you provide will be stored to allow us processing your request and reply. The data will not be transferred to third parties without your consent. If your request is related to the execution of an agreement or needed for application of pre-contract measures, this processing is based on Article 13, paragraph two, letter *a*, of DPA, or Article 6, paragraph one, letter *b*, of GDPR. In other cases, the processing is based on our priority interest for effective processing of the requests directed to us (Article 13, paragraph one, of DPA, or Article 6, paragraph one, letter *f*, of GDPR) or on your consent (Article 13 paragraph one, of DPA, or Article 6, paragraph one, letter *a*, of GDPR), if requested.

Your data will be deleted as soon as they are no longer needed for the intended purpose. You may revoke your consent for personal data processing at any time; however, if revoked, we will not be able to continue conversing with you.

4 Cookies

In some areas of our website, we use what is known as cookies. These are small text files temporarily or permanently stored by a website on your hard disk. Cookies do not damage your hard drive and contain no virus or similar material. Cookies are temporarily stored during a session (session cookies) or permanently (permanent cookies).

The cookies we use do not collect personal data. We use information contained on cookies to facilitate the use of our website. Cookies have a number of functions. Many cookies are technically required. Some functions of the website would not operate without them (for example, video viewing). Other cookies are used to evaluate behavior of users or to show advertising.

Your data collected through cookies will remain stored until they are no longer needed for the intended purpose. We eliminate your data as soon as we no longer need them for use by our website, normally during the length of the session. For cookies for analysis and marketing purposes, we use data during a maximum term of thirteen months.

5 Technically required cookies

These cookies are required for Monosuisse website operation. Therefore, these cookies may not be deactivated in our systems. They often record major actions such as number of requests made, the editing of your privacy configuration or the filling out of forms. Though you may block these cookies in your browser, it may occur that some parts of our website cannot longer operate.

The legal basis for data processing when technically required cookies are used, are Article 13, paragraph one, of DPA, and Article 6, paragraph one, letter *f*, of GDPR. Our legitimate interest lies in ensuring the functionality and improvement of our website.

6 Google Analytics

Further, the website uses Google Analytics, a web analytics service provided by Google Inc. ("Google"). Google recommends Google Analytics users to reproduce the following instruction in their privacy policy. Monosuisse responds to such request reproducing the following text:

This website uses Google Analytics, a web analytics service provided by Google, Inc. (Google). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information to evaluate your use of the website, compiling reports on website activity for website operators and providing other services related to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to process data about you by Google in the manner and for the purposes set out above."

7. Google Maps

Our website uses Google Maps API, a cartographic service provided by Google Inc. ("Google") to show an interactive map and create route map instructions. Google Maps is operated by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA. Anytime you use Google Maps on our website, information on the use of our website (including IP address) is transmitted to a Google server in the USA and it is also stored on this server. We have no knowledge of the exact content of neither the transmitted data nor its use by Google. The legal grounds for treatment of your data in relation to Google Maps are Article 13, paragraph one, of DPA, and Article 6, paragraph one, letter *f*, of GDPR. By using this website, you agree to the collection, processing and use of data automatically collected by Google Inc., its representatives and third parties. Google Maps privacy policy and conditions of use may be read [here](#).

III. Your rights

Regarding your personal data, you have the following rights related to us:

- **Information and rectification right:** Upon your request, Monosuisse will inform you, in accordance with applicable laws, whether and what personal data is stored about you. If notwithstanding our efforts to guarantee accuracy and updating of data inaccurate information has been stored, we will correct it or supplement it at your request.
- **Deletion and restriction right:** You are entitled to request deletion or restriction of treatment to your personal data. Be aware that even following your request to delete your personal data, it might be possible that we have to keep them due to legal or contract safekeeping obligations (for example, for invoicing purposes), in which case, we will only restrict or block your data as needed. Further, the elimination of your data may cause that you may no longer obtain or use services registered under your name.
- **Opposition right:** You are entitled to oppose to the processing of your personal data, which might be claimed against us.
- **Revocation right:** You may revoke your consent for future processing of data on our website at any time, without need of providing reasons. You may contact us in this regard at the e-mail address below.
- **Right to claim:** if applicable, you are entitled to claim before an authority with jurisdiction the processing of your personal data. You may do so with the control authority at your place of residence, at your place of work or the place of alleged data breach.

IV. Data security

In order to protect your data, we use, among others, encrypting during data transmittal, and have implemented numerous technical and organization measures to ensure the most complete protection of personal data processed through our website.

V. Retention period

We use and keep your data only the time needed in accordance with the purpose of processing in question or while there is legal grounds to do so. We keep the data we have based on a contract with you during the term of such contractual relationship and the term of limitation of potential claims related to it.

VI. Adjustments to this privacy policy

We expressly reserve ourselves the right to modify this privacy policy at any time. If such changes are implemented, we will publish them on our website. The privacy policy published in our website is valid.

VII. Further information and questions

Our data protection responsible will gladly answer any question you may have regarding data protection on the internet.

Name and address of the data controller are as follows:

Monosuisse AG, Gerliswilstrasse 19, CH-6020 Emmenbrücke

E-Mail: privacy@monosuisse.com