

Information about data protection principles

The controller responsible for processing personal data is:

Fixit-Ti SA

Via cantonale 40

6805 Mezzovico

Tel. +41 (0) 91 935 94 24

info@fixit-ti.ch

Introduction

We are delighted that you have taken an interest in our company. We take the protection of your privacy and your private data very seriously. Protecting your personal data is very important to us.

We collect, process and use your personal data in line with the European General Data Protection Regulation (GDPR), the national data protection regulations applicable to our company and according to the contents of this data protection information.

We would like to inform you about which personal data we collect, process and use and what rights you have according to data protection law.

By providing the following notices, we are complying with our obligation to provide information according to Art. 13 and 14 GDPR.

Personal data

Personal data is information about your personal circumstances. This includes all information about your identity, such as your name, email address, telephone number, bank details or your address. Information that cannot be associated with your identity, such as anonymised data for statistical analyses, is not considered personal data.

Purposes for processing personal data

The main purpose of processing your personal data from various communication channels (telephone, post, email, fax, etc.) is providing the pre-contractual consultation and preparation of quotes, performance of the contract, invoicing as well as asserting and safeguarding contractual claims. If you do not provide us with this data or not to the required extent, we will not be able to provide the (pre)contractual services you request.

Furthermore, we process your data for the purposes of acquiring further properties and customers, for marketing activities, for statistical purposes and for internal data exchange within the Group.

Legal basis for processing the data

Based on the permission granted under the GDPR, the data is processed mainly for performance of the contract, for our legitimate interests and to meet legal and contractual obligations as well as being based on your consent.

Categories of personal data

- Customer data
- Data of supplier and business partners
- Data of interested parties

Categories of recipients of the data

- External service providers as part of providing services (e.g. forwarders, banks)
- Contract processors (e.g. IT service providers)
- Internal processing by involved specialist departments
- Intercompany processing
- Other external bodies (e.g. auditors and tax advisors, insurance companies)
- Public authorities (e.g. tax and finance offices, social insurance companies)

Your personal data will only be passed on to public authorities if we are obligated or authorised to do so due to legal provisions and/or official requirements or court orders.

Furthermore, we will not pass on the data to third parties without your express consent, particularly not for advertising purposes.

Duration of storage and deadlines for erasure

We will only process your personal data as long as and to the extent that this is required for the data processing purposes above or if we are required to do so by law. Here, we take into consideration the relevant contractual and legal limitation and retention periods as well as any other relevant legal deadlines.

Transmission to recipients in third countries - companies of the FIXIT Group

All companies and branches that belong to the FIXIT GROUP (hereinafter 'Group Companies') and have their or a registered office in a third country may also be included in the recipients of personal data. The addresses of all Group Companies can be found on our website www.fixit-gruppe.com. Furthermore, you can request a list of all Group Companies from us or our data protection officer.

The EU Commission has confirmed an adequate level of data protection in Switzerland (decision 2000/518/EC of the Commission).

Furthermore, we will agree on the EU standard data protection clauses with all recipients from third countries before any personal data is transmitted. This ensures that suitable guarantees, enforceable laws and effective remedies for any processing of personal data are in place, which are also set out in the EU standard data protection clauses. Each data subject can receive a copy of the standard data protection clauses from us or our data protection officer.

Source of personal data

We generally collect personal data directly from the data subject or in collaboration with an authority or it comes from the transmission of data by Group Companies. In individual cases, we collect personal data from public sources.

Rights of the data subjects

If the required conditions are met, you have the following rights:

- Right to access
- Right to rectification
- Right to erasure
- Right to lodge a complaint with the national data protection authority
- Right to restriction of data processing
- Right to data portability

If personal data is processed based on consent, you have the right to revoke your consent at any time in any manner. This data will no longer be used unless there is another reason for lawful processing of the data.

Questions regarding data protection:

If you have any questions regarding data protection, please send us an email or contact our data protection officer at:

datenschutz@fixit-gruppe.com

Changes to our data protection regulations

We reserve the right to modify this privacy policy if necessary so that it complies with current legal requirements and your rights are fully protected.

Version of this information on our data protection principles: May 2018