



INFORMATION NOTICE ON THE PROCESSING OF PERSONAL DATA

1 Data Controller / Responsible Person

The person responsible (hereinafter referred to as the “Company” or the “Controller”) for the processing of personal data within the meaning of data protection legislation is ALTEN Switzerland AG, Riedstrasse 11, 6330 Cham, e-mail: dpc@alten.ch

ALTEN Switzerland AG determines the purposes and means of the processing of your personal data and is therefore responsible for the processing and use of your personal data in accordance with this privacy policy. If you have any questions or concerns about this privacy statement or the processing of your personal data, please contact us at any time by sending an e-mail to dpc@alten.ch

2 Purpose of the Processing of Personal Data

The purpose of this notice is to provide evidence of the manner in which the Controller collects information that the User provides when contacting the Controller and using the appropriate form (e.g., "Contact Us") on the website to submit specific requests or send a Curriculum Vitae.

For information regarding the purposes and methods of collecting personal data during website browsing, please refer to the Privacy Policy.

The voluntary submission of communication and completion of the dedicated form results in subsequent acquisition and collection, by the Company, of the following personal data: name, surname, company name, email address, phone number, and any additional personal data provided in the message.

Please note that providing the requested data in the form is not mandatory but necessary, for the Company's mandatory fields only, to satisfy or respond to users' requests.

Failure to provide the data marked with an asterisk (*) will objectively prevent the aforementioned activity from being carried out.

Furthermore, the data will be processed, for illustrative purposes and not exhaustively, for the following purposes:

- Compliance with any legal, regulatory, and community law obligations;
- Conducting research and selection activities for potential candidates;
- Communication related to any training activities;
- Compilation of statistics.



3 Legal Basis

The processing of personal data is based on:

- i) **Article 6(DSG**, where the Data Subject has given consent to the processing of their personal data for one or more specific purposes (voluntary submission of communication and completion of the form);
- ii) **Article 31 DSG**, where the processing is necessary for the performance of a contract to which the Data Subject is a party or for the implementation of pre-contractual measures taken at the Data Subject's request (for the provision of requested services and management of related activities);
- iii) **Article 31 DSG**, where the processing is necessary for compliance with a legal obligation to which the Controller is subject (to fulfill legal obligations, comply with requests from authorities, public bodies, and organizations, exercise rights, including any rights of third parties, in judicial proceedings, as well as, where provided, in administrative or arbitration or conciliation procedures);
- iv) to protect our legitimate interests (e.g. protection and security of our services, systems, assets; compliance with legal, regulatory and contractual obligations; assertion, exercise or defense of legal claims; maintenance and efficient organization of business operations; improvement and development of our services; and sale and marketing of our services).

4 Methods of Processing Personal Data

Personal Data will be processed in compliance with the law, following the principles, guarantees, security measures, and confidentiality provided by the Federal Data Protection Law.

Data processing will be carried out using manual, telematic, and/or IT tools solely for the purposes for which they were collected (see previous Article 2).

The Company will retain the personal data of the data subjects for the period necessary to allow navigation of the website and in any.

5 Recipients

Within the scope of the purposes stated in this Privacy Policy, the Data may be communicated to employees and collaborators of the Data Controller in their capacity as authorized and adequately trained data processors who operate under the authority of the Company. The Data may also be communicated to Swiss and foreign companies belonging to the Alten Group, which have offices both within and outside the European Economic Area. Any transfers to companies not belonging to the European Economic Area will be carried out in compliance with the Federal Data Protection Act (Adequacy Decision; Adequate safeguards; Binding Corporate Rules; Derogations in specific situations).



6 Data Subject Rights

You can request information from the Data Controller about whether personal data about you is being processed. In addition, you have the right to request the correction, destruction or restriction of personal data about yourself and to object to the processing of your personal data. If the processing is based on your consent or our legitimate interests, you can withdraw your consent or object to this processing at any time by contacting us directly by email at dpc@alten.ch. In certain cases, you have the right to receive personal data generated by the use of online services in a structured, common and machine-readable format so that further use and transfer to any third party provider is possible.

Requests in this regard should be addressed to ALLEN Switzerland AG via the following e-mail address: dpc@alten.ch. The Data Controller reserves the right to limit your rights under applicable law and, for example, not to disclose comprehensive information or to delete personal data.

If we reject your request or if you are not satisfied with our processing, you are also entitled to lodge a complaint with the competent supervisory authority and to lodge an appeal with the competent authority. For users based in Switzerland, the competent authority is the Swiss Federal Data Protection and Information Commissioner (FDPIC) (www.edoeb.admin.ch). For users based in EU countries, you can find a list of supervisory authorities at https://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080.

7 Data Protection Officer

The Company has appointed a Data Protection Officer who can be contacted at the following email address: dpc@alten.ch.

8 Changes to the privacy policy

ALLEN Switzerland AG reserves the right to adapt, supplement or otherwise change this personal data protection statement at any time and without stating reasons. The current personal data protection statement as published on the portal shall apply.