

# POLITIQUE DE CONFIDENTIALITÉ

In compliance of the General Data Protection Regulation (GDPR) in effect since May 25, 2018, you take note and agree that we, Pawolleck Goldeutsch, collect and use any personal data in any other as set out in this Privacy Policy Statement and the Terms of Use. By continuing to access or use this Website or by using an e-mail address provided on this Website, you take note and are consenting to our use of your personal data as described in this Privacy Policy Statement. Please do not access this Website and do not send us your personal data if you do not want us to store or use the data as described in this Privacy Policy Statement. Pawolleck Goldeutsch reserves the right to vary or amend this Privacy Policy Statement at any time. The most recent version of the Privacy Policy Statement will govern our use of your information and will always be available on the Pawolleck Goldeutsch website. By continuing to access or use this Website after any changes become effective, you agree to accept the revised Privacy Policy. Please visit this Privacy Policy Statement on a regular basis to ensure that you have read the latest version. This Privacy Policy Statement was updated the last time on the date indicated at the end of the statement. Pawolleck Goldeutsch is committed to protecting your privacy. This Privacy Policy concerns the entire online collection of personal data on the Pawolleck Goldeutsch website over the World Wide Web and describes how your personal data is collected and used and how Pawolleck Goldeutsch fulfills its obligations under applicable data protection law. The headings used for each of the paragraphs of this Privacy Policy Statement do not affect its interpretation. “You” means a user of this Pawolleck Goldeutsch website. “We” means Pawolleck Goldeutsch User data” or “data” means personal data that has been collected from users through various functionalities of the Pawolleck Goldeutsch website or by the use of an e-mail address given on the Pawolleck Goldeutsch website. “Personal data” means information relating to an identified or identifiable person.

## HOW IS YOUR DATA COLLECTED ?

We may collect personal data from you over the Pawolleck Goldeutsch website in the following ways:

- You provide personal information to us, in particular your contact data like name, address surname, e-mail address, phone number, by using the various functionalities of the Pawolleck Goldeutsch website such as any of this website’s online forms (e.g. contact functionality, subscription functionality) or by sending information to Pawolleck Goldeutsch e-mail address given on the Pawolleck Goldeutsch website.
- You provide additional personal information to us which we may request from you from time to time following on from any contact you have made with us through the Pawolleck Goldeutsch website. In no event, however, are you requested to provide confidential or sensitive personal data about you or other persons. Please avoid sending us such types of data.
- If you access the Pawolleck Goldeutsch website or use services available via the Pawolleck Goldeutsch website, your connection data will be collected by our servers and/or through cookies that may be placed in your computer (see below). Our servers will store your IP address in log files by which your computer can be identified as well as certain other connection data (e.g. time and amount of transferred data, product and release information from your Internet browser).

## **USE OF COOKIES**

Pawolleck Goldeutsch uses tracking technology such as cookies to gather connection data and to understand how users use the Pawolleck Goldeutsch website. A cookie is an element of data that a website can send to your computer's browser so that this computer will be recognized by the site on the user's return. Cookies allow the web server to recognize your computer on connection to our website, which in turn allows the server to make downloading of pages faster than on first viewing. Also cookies may be used to establish statistics about the use of this website by gathering and analyzing various data (e.g. most visited pages, time spent by users on visited pages, etc.). Cookies will not be used to monitor website visits of a particular individual. Cookies placed on your computer will not be kept longer than necessary for the purposes indicated. It is possible to set the browser on your computer to notify you when a cookie is being recorded on your computer's hard drive. It is generally also possible to set the browser to prevent cookies from being recorded on your computer. For the optimal use of this website, however, we recommend that you do not block the recording of cookies on your computer. The procedure for refusal of cookies may differ depending on the software product. You may check with your software helpdesk or software supplier if you wish to refuse cookies. If you choose not to receive cookies, you may not be able to use certain functionalities or pages of this website.

## **HOW IS YOUR DATA USED?**

The user data collected over the Pawolleck Goldeutsch website is processed for the following purposes:

- We will use your connection data for statistical purposes and to manage and improve the usability of the Pawolleck Goldeutsch by means of particular software (e.g. Google analytics) or cookies (see use of cookies).
- We will use your contact data to (i) answer any queries you have about this website and to notify you of any changes to this website; (ii) provide you with information you have requested (subscription functionality); and (iii) inform you about Pawolleck Goldeutsch and other events.
- We will use your contact and other data to inform you about services and solutions of Pawolleck Goldeutsch that may be of interest to you (marketing activities), unless you inform us that you wish not to receive any promotion material from Pawolleck Goldeutsch.
- We will include your comments that you provide through the commenting functionality of this Website or otherwise in anonymous reports, statistics, surveys and pools which we make available on this website. However, these types of information will not enable readers to identify individuals or individual businesses. Your comments are made available on this Website in anonymous form, unless you have expressly agreed otherwise.
- If you apply for a position at Pawolleck Goldeutsch, we will use your candidate data (curriculum vitae and other information and documents you provide to us) only for considering your application and for recruitment purposes (see recruitment).

## **DATA DISCLOSURE TO THIRD PARTIES**

We will not disclose your personal data to third parties, except for the following: (1) disclosure of data if legally required or ordered by an authority or a court; (2) disclosure of data to third parties in corporate reorganizations, disposals or acquisitions. We will not sell, rent, distribute or otherwise make your contact or other data commercially available to any third party, except with your prior permission.

## **DATA STORAGE AND TRANSFER OUTSIDE YOUR COUNTRY**

Any data you send over the Internet to the Pawolleck Goldeutsch website is stored in Switzerland. Employees of Pawolleck Goldeutsch in Switzerland will be able to access your personal data on a need-to-know basis for the purposes stated here above (group-wide access). Accordingly, your personal data will be transferred to and processed in locations outside the country in which you are viewing this website (the “User Country”). Any data or material sent or uploaded by you will be accessible in countries outside the User Country.

## **STORAGE OF E-MAILS**

All incoming and outgoing e-mail messages are protected by legal, technical and organizational measure. They may only be accessed in justified cases in accordance with applicable laws and regulations (e.g. court order, suspicion of criminal conduct, breach of regulatory obligations, and material breach of employment contract). Access is only granted to employees in defined functions (e.g. litigation, legal, compliance, risk). The process steps as well as the search criteria used are pre-defined. All e-mails are disposed of after a limited period of time. If you do not wish the retention of private e-mails by Pawolleck Goldeutsch, we strongly advise you not to send private, non-business related e-mails to Pawolleck Goldeutsch e-mail accounts.

## **DATA SECURITY AND CONFIDENTIALITY**

Pawolleck Goldeutsch applies and ensures that service providers apply technical and organizational security measures that are appropriate to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access and against all other unlawful forms of processing. The accessing and entering of information on the Pawolleck Goldeutsch website by users take place over the Internet which is an open and unprotected network. This data transfer takes place in non-encrypted form. Therefore, we are not able to guarantee the security of your data during the transfer to the website. You confirm to be aware of the risks of unencrypted transmission of data via the Internet. Pawolleck Goldeutsch shall not be liable for any damage caused by such transfer. For this reason, please do not send us any confidential or sensitive personal data. You may communicate with us by e-mail. E-mail messages sent over the Internet are neither confidential nor secure. They may be viewed by third parties, lost, intercepted or altered. E-mails may be transferred across national borders, even if both sender and recipient are located in the same country. Pawolleck Goldeutsch will not be liable for any damages suffered in connection with the use of e-mails or any other electronic messaging system when communicating with us.

## **FOR HOW LONG IS YOUR DATA RETAINED?**

Pawolleck Goldeutsch retains the personal information for as long as required or permitted by law and regulations. Comments that you provide to us using the commenting functionality of the Pawolleck Goldeutsch website are generally deleted after one year.

## **PROTECTION OF CHILDREN**

Pawolleck Goldeutsch does not wish to collect over the Pawolleck Goldeutsch website personal data from individuals under the age of 18. Individuals under the age of 18 are requested to receive permission from their parent or legal guardian before providing any personal data to Pawolleck Goldeutsch on the Pawolleck Goldeutsch website.

## **RECRUITMENT**

If you apply for a position at Pawolleck Goldeutsch advertised in the careers section of this website, your curriculum vitae and other information and documents you provide to us will be used solely for considering your application and for recruitment purposes. If a candidate is not offered a position at Pawolleck Goldeutsch, his/her data will be retained on file for a short period of time after rejection and then made unidentifiable and finally deleted in accordance with applicable data protection law.

## **LINKS TO EXTERNAL WEBSITES**

From the Pawolleck Goldeutsch website you are able to obtain access to websites operated by third parties ("External Websites"). This Privacy Policy does not apply to External Websites. External Websites are not monitored or maintained by Pawolleck Goldeutsch. We are not responsible for the privacy policies of any External Websites (see Terms of Use). Please read the privacy policy of each External Website prior to accessing or sending personal data to the site.

## **HOW TO ACCESS YOUR DATA**

You are entitled to ask for a copy of your personal data which has been collected online and stored on the Pawolleck Goldeutsch website. You may also ask to have your data rectified or deleted as required by applicable data protection law. In case you wish to opt-out from the Pawolleck Goldeutsch newsletter, tick the opt-out box or click the link located at the bottom of the newsletter or send use an email using the contact box available on the website. For more information please contact us using details in the contact box.

## **PAWOLLECK GOLDEUTSCH AS DATA CONTROLLER**

Pawolleck Goldeutsch is responsible as data controller for the processing of your personal data on the Pawolleck Goldeutsch website under Swiss data protection law to the extent applicable.

## **CONTACT**

If you have any questions relating to the processing of your data or this Privacy Policy, please contact us using the general contact functionality provided on this Website.