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General privacy notice

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1. Name and contact details of the controller

This privacy notice applies to us,

InterGest Switzerland AG

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as the controller.

2. Collection and storage of personal data; nature, purpose and use

When you issue us with an assignment, the following information is collected:

- Salutation, title, first name, surname
- Postal address
- Email address

- Phone number (landline and/or mobile)
- Fax number if necessary (if available and required)
- Account details if necessary

All the information needed to fulfil the contract concluded with you is also collected.

Personal data is collected

- so that we can identify you as a customer;
- so that we can offer you appropriate advice;
- so that we can meet our contractual obligations vis-à-vis you;
- so that we can meet our legal obligations;
- for the purpose of correspondence with you;
- for the purpose of billing or in the context of dunning if necessary;
- for the purposes of permissible direct advertising;
- for the purpose of asserting any claims against you.

Personal data is processed when you send us a request and is necessary for the aforementioned purposes so that we can process your order and fulfil obligations arising from the contract on which the order is based.

The personal data collected is stored until the general statutory retention period (10 years from the end of the calendar year in which the contractual relationship was terminated) and is then deleted. However, this rule does not apply if we are obligated to store such data for longer retention periods under fiscal or commercial law (tax laws and / or OR) or if you consented to further storage.

3. Disclosing data to third parties

Your personal data is not transferred to third parties as a matter of principle. Exceptions to this rule only exist insofar as this is necessary for processing contractual relationships with you. This particularly includes disclosure to service providers engaged by us ("processors") or other third parties whose activity is required for performance of the contract (e.g. shipping companies or banks). The third parties may only use the disclosed data for the aforementioned purposes.

4. Your rights as a data subject

You are entitled to various rights as a data subject affected by data processing:

- Right of revocation: You may revoke any consent you have granted us at any time. Data processing based on revoked consent may then no longer be continued for the future.
- Right of access: You can request information about the personal data we process. This particularly applies to the purposes of data processing operations, the categories of personal data,

the categories of recipients if necessary, the duration of storage, the origin of your data if necessary, and the existence of automated decision-making including profiling if necessary, as well as meaningful information concerning details of the same if necessary.

- Right of correction: You can request that your incorrect or incomplete personal data stored by us be corrected or completed.
- Right of deletion: You can request that the personal data we store about you be deleted insofar as processing is unnecessary for exercising the right to freedom of expression and information, for fulfilling a legal obligation, for reasons of public interest or for establishing, exercising or defending legal claims.
- Right to restriction of processing: You can request that processing of your personal data be restricted insofar as you contest the accuracy of the data or processing is unlawful but you refuse to have such data deleted. You are also entitled to this right if we no longer need the data, but you require such data to establish, exercise or defend legal claims. You also have this right if you have objected to the processing of your personal data;
- Right to data portability: You can request that we transfer your personal data which you provided us with to you in a structured, common and machine-readable format. Alternatively, you can request that your personal data which you provided us with be directly transferred to another controller if possible.
- Right to lodge a complaint: You can lodge a complaint with the supervisory authority responsible for us, e.g. if you suspect that we are processing your personal data unlawfully.

5. Your right of objection

Insofar as we process your personal data based on a legitimate interest, you have the right to object to such processing.

If you would like to make use of your right of objection, it will suffice if you notify us in text form. You are therefore welcome to write to us, send us a fax or contact us by email. You will find our contact details under Section 1. of this privacy notice.

6. Google analytic

This website uses Google Analytics, a web analytics service provided by Google Inc. ("Google") Google Analytics uses so-called "cookies", text files that are stored on your computer and that allow an analysis of your use of the website. The information generated by the cookie about your use of this website (including your IP address) is transmitted to and stored by Google on servers in the United States. Google will use this information to evaluate your use of the website, to compile reports on website activity for website operators and to provide other services related to website activity and internet usage. Google may also transfer this information to third parties if required by law or as far as third parties process this data on behalf of Google. Google will in no case associate your IP address with other Google data. You can prevent the installation of cookies by setting your browser software accordingly; However, please be aware 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 the processing of data about you by Google in the manner and for the purposes set out above.