

## **1. Name and contact details of data controller and company data protection officer**

This data protection notice applies to the processing of data by :

Contact: Cloos Electronic SA, Jambe-Ducommun 8, CH-2400 Le Locle, Phone: +41 (0)32 931 74 74, Fax: +41 (0)32 931 74 78, Email: [dataprotection@cloos.ch](mailto:dataprotection@cloos.ch)

Cloos Electronic SA's data protection officer can be contacted at the above address, for the attention of Mr Klossek.

## **2. Collection and storage of personal data and manner and purpose of use**

### **a) When you visit the website**

When you access our website [www.cloos.ch](http://www.cloos.ch), information is automatically sent to our website by the browser you are using on your terminal. This information is temporarily stored in a log file. The following information is stored without you having to do anything until it is automatically deleted:

- IP address of the computer accessing the site (anonymously),
- Date and time of access,

(Possibly) the browser you are using and, if applicable, your computer's operating system, as well as the name of your Internet service provider.

We process the above-mentioned data for the following purposes:

- Guaranteed trouble-free connection to our website;
- Guaranteed user-friendliness of our website;
- Assessing system safety and stability ;
- Other administrative purposes.

Data processing is governed by art. 6 par. 1 S. 1 pt. a of the EU General Data Protection Regulation (GDPR). Our legitimate interest arises from the aforementioned purposes for collecting data. Under no circumstances do we use the data collected to make inferences about your person.

In addition, we use cookies and analysis services for every visit to our website. You will find more information on this subject in points 4 and 5 of this Privacy Policy.

**b) Data recording time**

Your personal data will only be processed and stored for as long as is necessary for the performance of pre-contractual measures and contractual or legal obligations.

Your personal data will be deleted as soon as it is no longer required for the aforementioned purposes and is not subject to any legal retention period.

**c) If you use our contact form**

If you have any questions, please contact us using the form provided on the website. To do so, you will be asked to provide the necessary information, such as your name, surname and first name, postal address, telephone number and a valid e-mail address, so that we know who is making the inquiry and can respond. Other information may be provided on a voluntary basis.

The processing of data for the purpose of making contact with us takes place pursuant to Art. 6 para. 1 S. 1 pt. a RGPD on the basis of your voluntarily transmitted consent. Personal data collected for the purpose of processing the contact form is automatically deleted once your request has been processed.

**d) Distribution of business cards at trade fairs and events and through the field service**

When you give us your business card at trade fairs and other events, we use it to electronically record contact data and send information to interested parties and customers.

### **3. Disclosure of information**

Your personal data will not be passed on to third parties or used for purposes other than those defined below.

We will only pass on your personal data if :

- you have expressly given your consent in accordance with art. 6 par. 1 S. 1 pt. a RGPD,
- their transmission is required for the purposes of establishing, exercising or defending legitimate rights pursuant to art. 6 par. 1 S. 1 pt. f RGPD and there is no reason to accept that you have an overriding interest in the non-transmission of your data,
- a contractual obligation requires their transmission pursuant to art. 6 par. 1 S. 1 pt. c RGPD,
- this is legally permitted and made necessary for the performance of the contractual relationship or the fulfilment of pre-contractual measures concluded with you pursuant to Art. 6 par. 1 S. 1 pt. b RGPD.

### **4. Cookies**

We use cookies on our site. These are small files that your browser generates automatically and that are stored on your terminal (laptop, tablet, smartphone, etc.) when you visit our site. Cookies do not cause any damage to your terminal and do not contain any viruses, Trojan horses or other anti-programs.

Information is stored in cookies in relation to the specific terminal used. However, this does not mean that we have any direct knowledge of your identity.

On the one hand, we use cookies to make the use of our website more pleasant for you. For example, we use "session cookies", which tell us whether you have already visited certain pages on our website. These are automatically deleted once you have left our site.

We also use temporary cookies to optimize the user-friendliness of our site, which are stored on your terminal for a defined period of time. When you visit our site again to take advantage of our services, they automatically recognize that you have already consulted the site, and what settings and entries you have made, so that you do not need to enter them again.

We also use cookies for statistical evaluation of the use made of our website, and to optimize our offer to you (see pt. 5). When you next visit our site, these cookies enable us to automatically recognize that you have visited us before. These cookies are automatically deleted after a defined period.

The processing of data by means of cookies is necessary in compliance with the legitimate interest mentioned as well as that of third parties pursuant to Art. 6 par. 1 S. 1 pt. f RGPD.

Most browsers accept cookies automatically. However, you can configure your browser so that no cookies are stored on your computer or so that you are always prompted before a new cookie is stored.

is saved. However, if you disable cookies completely, you may not be able to use the full functionality of our website.

## **5. Analysis tools**

### **a) Tracking tools**

The tracking measures described below that we implement are carried out on the basis of Art. 6 par. 1 S. 1 pt. f RGPD. The implementation of tracking measures is to enable us to ensure a responsive design and to guarantee the continuous optimization of our website. In addition, we use tracking measures for the purpose of statistical evaluation of the use that is made of our website, and for the purpose of optimizing our offer to you. These interests are to be regarded as justified within the meaning of the aforementioned regulations.

You will find further information on the purposes of data processing and the categories of data in the corresponding monitoring tools.

### **Google Analytics**

We use Google Analytics, a web analysis service provided by Google Inc. (<https://www.google.de/intl/de/about/>) (1600 Amphitheatre Parkway, Mountain View, CA 94043, USA; hereinafter referred to as "Google"), to help us tailor our website to your needs and to continually optimize the content of our website. To this end, pseudonymized usage profiles are created and cookies (see pt. 4) are used. The information generated by cookies about your use of this website, such as :

- Browser type/version ;
- Operating system used ;
- Reference URL (the page previously consulted) ;
- Host name of the computer accessing the site (IP address) ;
- Time of server access request ;

are generally transferred to a Google server in the USA, where they are stored. This information is used to evaluate the use of the website, to compile reports on website activity and to provide other services relating to the use of the website and the Internet, for market research purposes and to design these Internet pages to meet requirements as closely as possible. This information may be passed on to third parties, insofar as this is required by law, or insofar as third parties process this data on our behalf. Under no circumstances will your IP address be combined with other Google data. IP addresses are anonymized so that no link can be established (IP masking).

You can prevent the installation of cookies by activating the corresponding option in your browser; please note, however, that in this case you may not be able to take full advantage of all the features of this website.

You can also prevent the collection of data about your use of the website (including your IP address) via cookies and the processing of this data by Google by downloading and installing a browser add-on (<https://tools.google.com/dlpage/gaoptout?hl=fr>).

As an alternative to the browser add-on, especially for browsers on mobile devices, you can also prevent Google Analytics from collecting your data by clicking on this link. An Opt-Out cookie is then installed, which prevents the collection of your data on future visits to this website. The Opt-Out cookie is used only by this browser and only for our website, and is stored on your terminal. If you delete cookies in this browser, you will need to re-establish the Opt-Out cookie.

Please refer to the Google Analytics Help (<https://support.google.com/analytics/answer/6004245?hl=fr>) for further information on data protection in connection with Google Analytics.

## **6. Using Google Webfonts**

These Internet pages use external fonts known as Google Fonts. Google Fonts is a service of Google Inc. ("Google"). These Web Fonts are connected to a server, usually a Google server in the USA. In doing so, it is transmitted to the server which of our Internet pages you have visited. The IP address of the browser of the user's computer is also stored by Google. For further information, please refer to Google's privacy policy, which you can find here :

[www.google.com/fonts#AboutPlace:about](http://www.google.com/fonts#AboutPlace:about)

[www.google.com/policies/privacy/](http://www.google.com/policies/privacy/)

## **7. Rights of interested parties**

You have the right to:

- pursuant to art. 15 RGPD, to request information about the personal data we process. In particular, you can find out about the purposes of the processing, the relevant categories of personal data, the categories of recipients to whom your data has been or will be disclosed, the intended storage period, the existence of a right to have the data rectified or deleted, to restrict or object to the processing, the existence of a right of recourse, the origin of your data if it has not been collected by us, the existence of an automated decision-making process including profiling and, where applicable, to request relevant information on the modalities ;

- pursuant to art. 16 RGPD, to request rectification and/or completion of your personal data stored with us;
- pursuant to art. 17 RGPD, to request the deletion of your personal data stored with us, insofar as the processing does not require it for the exercise of the right to freedom of expression and information, to comply with a legal obligation, for reasons of general interest or for the establishment, exercise or defense of legitimate rights ;
- pursuant to art. 18 RGPD, to request the restriction of the processing of your personal data, insofar as you dispute the accuracy of the data, if the processing is unlawful but you refuse their deletion and we no longer need the data, but you still need it for the purposes of establishing, exercising or defending legitimate rights or if you have asserted your right to object to the processing pursuant to art. 21 RGPD ;
- pursuant to art. 20 RGPD, to request to receive your personal data, which you have made available to us, in a structured, commonly used and machine-readable format or to require the transmission to another controller ;
- pursuant to Art. 7 pt. 3 RGPD, to request revocation of the consent you previously granted. The consequence of this is that we are no longer authorized in the future to continue processing the data to which this consent relates, and
- pursuant to Art. 77 RGPD, to lodge a complaint with the supervisory authorities. You can generally contact the supervisory authorities at your usual place of residence or workplace or at our company headquarters.

## **8. Right of objection**

- If your personal data is processed on the basis of legitimate interests pursuant to Art. 6 para. 1 S. 1 pt. f GDPR, you have the right at any time to object to the processing of your personal data pursuant to Art. 21 GDPR, insofar as this is justified by reasons relating to your particular situation or you object to advertising prospecting. In the latter case, you have a general right of objection, which we take into account without mentioning any particular situation.

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- If you wish to exercise your right of withdrawal or objection, simply send an e-mail to [dataprotection@cloos.ch](mailto:dataprotection@cloos.ch).

## **9. Data security**

When you visit our website, we use the widely used SSL (Secure Socket Layer) procedure, combined with the highest level of encryption supported by your browser. This is generally 256-bit encryption. If your browser does not support 256-bit encryption, we will revert to 128-bit v3 technology.

You can check whether a particular page on our website is transmitted encrypted when a key or padlock symbol is shown in your browser's status bar.

We also implement technical and organizational security measures to protect your data from accidental or intentional manipulation, partial or total loss, destruction or unauthorized access by third parties. Our security measures are continually improved in line with technological developments.

## **10. Updates and changes to this privacy policy**

This Privacy Policy in its May 2018 version is currently in effect.

As part of the further development of our website and new offers, or due to the respective legal regulations, it may be necessary to amend this privacy policy. The current version of this Privacy Policy can be viewed and printed out at any time at <https://cloos.ch/en/protection-des-donnees>.