

Data protection information

In this data protection notice, we, Alumetal AG, Alumetal International SA, Alumetal Turbochargers SA, describe how we collect and process personal data in accordance with the Swiss Federal Data Protection Act (nLPD)

Definitions

- 'Personal data' any information relating to an identified or identifiable person.
- 'sensitive personal data' deserving special protection relating to religious, philosophical, political or trade union matters; health, intimate sphere or race or ethnicity; genetic data; relating to administrative and criminal proceedings and sanctions; relating to social welfare measures
- 'processing' shall mean any operation on personal data, such as collection, recording, organisation, structuring, storage, alteration, retrieval, consultation, use, disclosure, dissemination, erasure or destruction
- browsing data

Responsible body and contact

The responsible body for data processing is Alumetal AG (or Alumetal International Sa or Alumetal Turbochargers SA) Via Cereda 3-6828 Balerna-Switzerland.

Enquiries about data protection can be sent by post or email to:

Alumetal AG (or Alumetal International SA or Alumetal Turbochargers SA; Via Cereda 3-6828 Balerna-Switzerland) or by e-mail to: info@alumetal.ch

Collection and processing of personal data

We process personal data in the following categories in particular:

- Data of our employees
- Data of customers to whom we provide or have provided services
- Personal data that we have received indirectly from our customers in the course of providing services;
- Data from suppliers or service providers
- When we receive job applications;
- When we are required to process data for legal or regulatory reasons;

Categories of personal data

The personal data we process depends on the relationship you have with us and the purpose for which we process it. In addition to your contact details, we also process other information about you or people who have a relationship with you.

We collect the following categories of personal data depending on the circumstances:

- Contact data (e.g. first name, last name, address, telephone number, e-mail address);
- Other personal information (e.g. date of birth, nationality, marital status, profession, title, occupation, passport or identity card number, AHV number);
- Risk management data (e.g. solvency information, commercial register data);
- Financial information (e.g. bank data, balance sheets);
- Application data (e.g. CV, work certificates).

Where permitted, we also collect certain data from publicly available sources (e.g. debt enforcement register, commercial register, press, Internet, incl. social media) or that we receive from our principals and their employees, authorities, (arbitration) courts or other third parties as part of administrative and legal proceedings.

Purpose of data processing and legal basis

Provision of services

We primarily process personal data that we receive from our employees, customers and other business partners within the scope of our contractual relationships with them and other interested parties for:

- The conclusion or execution of a contract in favour of the data subject (sale of our products)
- The fulfilment of a legal obligation (e.g. when we apply for a work permit for an employee, calculate tax at source, etc.)
- The safeguarding of legitimate interests (e.g. for administrative purposes, to improve our quality, to ensure security, for risk management, to assert our rights, to defend ourselves against claims).

Direct communications and visits

When you contact us (e.g. by telephone, e-mail or chat) or if we contact you, we process the personal data necessary for this contact.

For the organisation of telephone conferences, online meetings, video conferences and/or webinars ('Online Meetings'), we use the 'Microsoft Teams' service.

For this purpose, we process the following information in particular:

- Contact data (e.g. surname, first name, address, telephone number, e-mail address).
- Secondary communication data (e.g. IP address, communication duration, communication channel).- The concluded

Applications

Applications and all personal data submitted are treated with the utmost confidentiality and are not passed on to third parties.

We only process applications for a job with us. Unless otherwise agreed, the file will be deleted/destroyed. The legal basis for processing your data is your consent.

Transmission and processing of data

We only pass on your data to third parties if this is necessary to provide our service, if these third parties provide us with a service, if we are obliged to do so by law or by the authorities, or if we have an overriding interest in passing it on.

Pay slips are transmitted in encrypted form.

The following categories of recipients may receive personal data from us:

- Service providers (e.g. IT service providers, hosting providers);
- Consultants, lawyers, insurance companies;
- Third parties within the scope of our legal or contractual obligations, authorities, public bodies, courts.

Transmission of data abroad

Is the data collected by the company stored in Switzerland?

Should we transfer your data outside Switzerland, we will assume that the data is stored in countries which guarantee adequate protection of personal data.

Storage period for personal data

We process and store your personal data for as long as is necessary to fulfil our contractual and legal obligations or to achieve the purposes for which the data is processed for the duration of the entire business relationship (from the initiation, performance and termination of a contract) and also beyond, in accordance with legal retention and documentation obligations.

As soon as your personal data is no longer required for the above-mentioned purposes, it will be deleted or anonymised as far as possible.

Data security

We take appropriate technical and organisational security measures to protect your personal data from unauthorised access and misuse, such as issuing directives, training, computer and network security solutions, access controls and restrictions, encryption of data carriers and data transmissions.

Rights of data subjects

Data subjects have a number of rights in relation to their personal data.

They have the right to request access, rectification or deletion of this information, the right to restrict or oppose processing and in certain circumstances the right to data portability.

If consent is required, it will be revocable at any time.

To assert these rights, you can send an e-mail to info@alumetal.ch or write to Alumetal AG (or Alumetal International SA or Alumetal Turbochargers SA) - Via Cereda 3-6828

As required by law we will respond to your request within 1 month.

Please note, however, that we reserve the right to assert statutory limitations, e.g. if we are obliged to store or process certain data and if we have an interest in doing so (insofar as we can prove this) or if we need the data to assert our rights.

If you are not satisfied with our response, you can contact the Swiss Data Protection Authority at +41 58 464 94 10 email info@edoeb.admin.ch

Changes to this data protection declaration

We expressly reserve the right to amend this data protection declaration at any time.

Balerna, 1 September 2023

ALUMETAL AG

ALUMETAL INTERNATIONAL SA

ALUMETAL TURBOCHARGERS SA