

Privacy notice of Boegli-Gravures SA

1. Boegli-Gravures SA (“Boegli-Gravures”; “we”; “us”) attaches importance to data protection and data security. We therefore process your personal data responsibly and in compliance with the applicable legal provisions. In this privacy notice, we explain how we handle your personal data, the purpose for which they are processed and your rights in this regard. This does not apply to the data of legal entities as they do not fall within the scope of the Swiss Data Protection Act (DSG) and the EU’s General Data Protection Regulation. Boegli-Gravures SA with registered office in La Tène, Switzerland, is responsible for the processing of personal data as described in this privacy notice. You can reach us at bg@boegli.ch or at the following address: Boegli-Gravures SA, PO Box 32, Gare 24, CH-2074 Marin, Switzerland.
2. We process personal data (data that identify natural persons either directly or indirectly) which you make available to us yourself when you contact us e.g. in person, by telephone, email or post. We also process personal data that we receive in our correspondence with third parties in the course of our business activity (e.g. from authorities) or which are made known to us on the occasion of the closing, performance or management of a contract. Such data include e.g. names, contact details and information about the function in an enterprise/organisation. In addition, we collect some personal data such as names, contact details and functions ourselves or obtain them from public registers or websites. This also includes technical data that are collected (automatically) when you visit our website, such as your IP address, details of the operating system and settings of your terminal device, the region, time and nature of use.
3. We process your personal data primarily in order to pursue, document and invoice our business activities and also to satisfy our legal obligations. In detail, the purposes are as follows:
 - Communication with you by various channels;
 - Preparation, performance, invoicing, documenting and administration of contracts and of the related activities;
 - Corporate governance and risk management;
 - Administration, basic and advanced training, internal training, preservation of evidence and quality assurance;
 - Compliance with laws, instructions and recommendations of the authorities and with internal rules (“Compliance”);
 - Enforcement of legal claims and
 - Provision of the website.

We have a legitimate interest in processing your personal data for the purposes stated here (Art. 31 para. 1 DSG; Art. 6 para. 1 letter f GDPR). Some processing operations are likewise necessary to enable us to perform our contractual obligations to you (Art. 31 para. 2 letter a DSG; Art. 6 para. 1 letter b GDPR) or to comply with our legal obligations (such as retention obligations) (Art. 31 para. 1 DSG; Art. 6 para. 1 letter c GDPR). We process your personal data on that basis if and in so far as the applicable data protection law requires a legal basis or a justification for the lawfulness of the data processing in general or for particular processing activities. In cases where we process your personal data on the basis of your consent (Art. 31 para. 1 DSG; Art. 6 para. 1 letter a GDPR) you may withdraw that consent at any time with effect for the future.

4. Our website uses cookies and similar technologies. Cookies are small text data files which are stored on your terminal device either temporarily for the duration of a session (session cookies) or permanently (permanent cookies). Session cookies are automatically erased after the end of your visit. Permanent cookies remain stored on your terminal device until

you erase them yourself or they are erased automatically by your web browser. Many cookies are necessary for technical reasons because some website functions would not work without them (e.g. language settings). We use cookies solely to enable us to make our website more user-friendly, effective and secure. Our legitimate interest in the stated purposes (Art. 31 para. 1 DSG; Art. 6 para. 1 letter f GDPR) is the legal basis for the relevant processing of your data. We do not use cookies for any other purposes. As the cookies are stored on your computer, you have complete control over their use. You may erase them completely or deactivate them or limit their transmission by changing your browser settings. If you deactivate cookies on our website, you may not be able to make full use of all the website functions.

5. To achieve the purposes described here, we must regularly pass your data on to the following categories of addressees: external service providers, suppliers and business partners (such as IT providers, mail order companies, advertising service providers, cleaning companies, banks, insurance companies, attorneys-at-law) and also to authorities and courts of law. These are not all located in Switzerland. Your data may therefore be notified worldwide to any country, in particular to member countries of the European Economic Area. We only transfer your data to countries that do not have appropriate legal data protection if that is necessary to perform a contract or to enforce legal claims or defend against them, or if such transfer is based on your express consent or subject to guarantees that assure protection of your data, such as the standard contract clauses approved by the European Commission which can be retrieved at: https://eur-lex.europa.eu/eli/dec_impl/2021/914/oj?.
6. We only process your data for as long as that is necessary to perform the purposes for which they were collected, including to assure compliance with legal retention obligations and to the extent necessary to enforce or defend against legal claims, until the end of the relevant retention period or until the relevant claims have been settled. Once the particular retention period has expired, we will destroy your data securely in compliance with the applicable laws and regulations.
7. As a data subject, you are entitled to ask for information about the particular personal data that we have stored about you and for which purpose we have done so. You likewise have the right to rectification and also to erasure or limitation of the processing of your personal data, the right to object to processing, the right to seek legal remedy from a competent supervisory authority and the right to data transfer/portability. Please be aware, however, that requirements and exceptions apply to these rights. To the extent that this is permitted or required by law, we may decline requests for these rights to be exercised. For example, we may be required or obliged for legal reasons to retain or otherwise continue to process the personal data, despite the request for erasure of such data or for the limitation of processing.
8. We may amend this privacy notice at any time, in particular if we change our data processing activities or if new legal requirements become applicable. The version retrievable on our website at any time at www.boegli.ch applies in every case.