

# Data protection guidelines

to the General Terms and Conditions of MBW Calibration AG

## General information

### 1. General information and scope of application

- 1 MBW Calibration AG (hereinafter "MBW") processes certain personal data of its customers (hereinafter "Client") within the framework of the contractual relationship or during the initiation of the contractual relationship. MBW processes personal data strictly in accordance with the relevant provisions of the Swiss Data Protection Act (DSG) and the European General Data Protection Regulation (GDPR). MBW takes the necessary and appropriate technical and organizational security precautions and measures to protect the personal data of its clients.
- 2 This document describes the collection, storage and processing of personal client data by MBW within the scope of contractual relationships or during the initiation of such relationships and it describes the rights of clients in this context.

### 2. Data categories

- 3 MBW processes personal data of clients which it receives from clients or third parties within the scope of business relations. This includes the following: Contact data (name, address, telephone number and e-mail address) and - if necessary for the purposes of contract execution - information concerning bank or payment (bank institute, account details, intended purpose, credit card information), information from publicly available sources or information databases (e.g. Internet, commercial register, debt collection register) as well as other data provided by the customer to MBW within the framework of the contractual relationship or during contract initiation.

### 3. Legal basis and purpose of the processing

- 4 MBW processes personal data strictly in accordance with the applicable laws. Data processing is based on the following legal provisions and is done for the following purposes:
  - For the fulfilment of a contract or within the framework of contract initiation, contract execution and termination of the contractual relationship (Art. 6 para. b GDPR); e.g. delivery of goods or the provision of services and the associated handling of payments or general correspondence with clients;
  - For the fulfilment of a legal obligation incumbent upon MBW (Art. 6 para. 1 lit. c GDPR); e.g. tax retention obligation and reporting or information obligations to authorities etc.;
  - Based on consent given by the client (Art. 6 para. 1 lit. a GDPR); e.g. participation in surveys or marketing campaigns;
  - To safeguard the legitimate interests of MBW (Art. 6 para. 1 lit. f GDPR); e.g. asserting and enforcing legal claims, defending MBW's assets, safeguarding IT security and compliance requirements, etc.

### 4. Transfer of data to third parties

- 5 MBW may transfer personal data pursuant to paragraph 2 above to MBW group companies or external service providers for the purposes set out in paragraph 3 above, namely to fulfil a contractual relationship.
- 6 These Group companies or other recipients are partly domiciled in Switzerland, but may also be abroad. The transfer of personal data to third countries or states outside the European Union or international organizations is carried out entirely in accordance with the relevant legal provisions (Chapter V GDPR, Art. 44 et seq.), i.e. with a guarantee of continuous data security.
- 7 In the event that MBW uses external service providers for certain business activities, MBW concludes the necessary data processing agreements with these service providers in accordance with Art. 28 GDPR in order to ensure the protection of personal client data.

## **5. Duration of data storage**

- 8 In principle, MBW stores the relevant personal data only until such time as is required for any specific processing purpose. MBW may also store data beyond such time, in particular, in order to safeguard its rights in any potential legal disputes and/or to fulfil its legal obligations (information to public authorities). In principle, personal data will be deleted as soon as the purpose of processing or storage no longer exists.

## **Rights of data subjects**

Data subjects have the right to obtain information on the processing of their personal data (Art. 15 GDPR), the right to correct, delete or restrict processing (Art. 16, Art. 17 and Art. 18 GDPR) in accordance with the provisions of the law and - if relevant - to change or revoke their consent to data processing at any time effective for the future. Data subjects also have the right to object to processing within the framework of the statutory provisions (Art. 21 GDPR) and to lodge a complaint with a competent supervisory authority (Art. 77 GDPR). Finally, under the conditions set out in Art. 20 GDPR, data subjects are entitled to receive their personal data in a structured, common and machine-readable format and to forward this data to any other person without being encumbered by MBW.

## **Contact**

The responsible entity as defined by the GDPR and other national data protection laws of the member states as well as other provisions of data protection law is:

MBW Calibration AG / Data Protection Officer / Phone +41 56 437 28 30 / E-Mail: sales@mbw.ch