PRIVACY POLICY ZEVAC AG

ZEVAC AG appreciates your interest in our website. The purpose of this privacy policy is to inform you about how and why we process personal data at ZEVAC AG *(„ZEVAC")*. The protection of your privacy and personal data is very important to us. Accordingly, you can expect us to handle your data with care and to ensure a high level of data security.

This Privacy Policy applies to all data processing in the context of our relationship with you, unless we provide additional or specific information (e.g. through specific privacy notices or general terms and conditions).

1 Responsible party
The data controller within reference to the Data Protection Act is:

ZEVAC AG
Technologiestrasse 1
CH-2540 Grenchen

E-mail*: info@zevac.ch*

2 Collection and processing of personal information
We primarily process personal data that we receive in the context of our business relationships with our managers, prospective managers, customers, interested parties and invited guests at events (e.g. via invitation letter) and other involved parties (business partners, etc.) or that we collect from their users in the course of operating our website and other applications.

Depending on the nature of the business relationship, we process personal data such as:

- Master data (e.g. name, address, nationality, language, date of birth, e-mail address, telephone number, occupation, employer and industry);
- Contract and financial data (e.g. contract type, contract content, applicable terms and conditions, contract start date, contract term, invoice data, payment information, other financial data);
- Edge data from telecommunications traffic (e.g. telephone number, date, time and duration of connection, type of connection, location data, IP address, device identification numbers);
- Documents and specific information for the application (letter of motivation, CV and photo, references, diplomas, training certificates);
- Website information: (e.g. website, IP address, cookie information, browser settings, frequency of visits to the website, length of visits to the website, duration of visits to the website, search terms, clicks on content, originating website).

2.1 Purposes for which we process personal data and legal basis for processing
We use the personal data we collect primarily to enter into our contracts with our managers and clients and to provide our services.

In addition, we also process your personal data for the following purposes, where permitted and where we consider it appropriate:

- Offer and develop our services and our website and other platforms on which we are present;
- Communicate with you and process your requests;
- Conducting application procedures;
- Advertising and marketing, e.g. in the case of regular contact (electronically, by post, by telephone) or through other channels through which we have obtained your contact details from you, and also in connection with individual marketing campaigns (e.g. events, competitions, etc.), unless you have objected to the use of your data. If we send you advertising as an existing customer, you can object to this at any time;
- Enforcement of legal claims and defense in connection with legal disputes and official proceedings;
- Safeguarding our operations, in particular IT, our website and other platforms;
- Organize seminars (training) and events;
- Protect our interests and enforce our rights.

We regularly use your consent as the general legal basis for processing your personal data:

- Your consent, which you can withdraw at any time,
- the conclusion or performance of a contract with you or your request in advance,

- a balancing of interests, to which you may be able to object under certain circumstances,
- a legal obligation, which may also be taken into account in the balancing of interests.

If you have given us your consent to process your personal data for specific purposes, we will process your personal data within the scope and on the basis of that consent, unless we have and need another legal basis. You may withdraw your consent at any time, but this will not affect any processing that has already taken place. You can send us a notice of withdrawal by e-mail or by post to the (e-mail) address given in section 1.

2.2 Third parties to whom we disclose personal information
In the course of our business and for the purposes set out above, we may also disclose personal data to third parties where it is lawful and appropriate to do so, either because they are processing the data on our behalf (subcontracting) or because they wish to use the data for their own purposes (disclosure). This applies in particular to:

- Service providers, including contract processors;
- IT service providers (e.g. web hosting providers);
- Suppliers;
- Subcontractors and other business partners;
- Customers;
- Insurance companies;
- Banks and payment service providers;
- Companies associated with ZEVAC;
- Authorities and courts, if applicable.

Recipients are mainly based in Switzerland, but may also be based outside of Switzerland. You should be aware that your data may be transferred to other countries in Europe and to the United States, where some of the IT service providers we use (such as Google) are located. If we transfer data to a country that does not have an adequate level of data protection, we will require the recipient to take appropriate measures to protect personal data (e.g. by agreeing to the EU Standard Clauses, the current version of which is available here, other precautions or on the basis of legitimate grounds).

2.3 Duration of data processing
We process and store your data only for as long as is required by law or necessary to provide the service you have requested or otherwise for the purposes pursued with the processing, e.g. for the duration of the entire business relationship (from initiation, processing to termination of a contract), in accordance with statutory retention and documentation obligations and beyond that in the case of legitimate business interests (e.g. for evidence and documentation purposes). Unless there are legal or contractual obligations to the contrary, we will delete or make anonymous your data at the end of the storage or processing period as part of our routine processes.

3 Making contact
When you contact us (e.g. by email, telephone or in person at a trade fair), the personal data you provide will be processed by us in order to respond to your inquiry and to contact you. You may object to this processing at any time. Please send your objection to the email address given in point 1 and we will consider your request. In such a case, your contact will not be processed further.
Your personal data will be deleted once your request has been dealt with. This will be the case if it is clear from the circumstances that the matter in question has been conclusively resolved and the deletion does not conflict with any legal obligations to retain the data.

4 Visiting our website
In general, you can use our website without providing any information about yourself. You can also contact us by e-mail on a voluntary basis. Personal data will be collected and transmitted to us. The data you provide will be stored by us for the purpose of processing or contacting you.

4.1 Server log files
When you visit our website, our servers temporarily store each access in a log file, the so-called server log files.

For example, your IP address, the date and time of your visit, the name of the file accessed, the access status (completed, partially completed, not completed, etc.), the web browser and operating system used and other similar information used for security purposes in the event of attacks on our information technology systems are recorded.

The purpose of processing this information is to correctly display our website and its content and offers to you and to ensure data traffic, to optimize our website, content and offers, to permanently ensure the stability and security of our website and systems and to enable the investigation, defense and prosecution of cyber attacks, spam and other unlawful acts in relation to our website and systems and the enforcement of claims in this regard.

We will delete your personal information when it is no longer necessary to fulfill the purpose for which it was collected. Where data is collected for the purposes of providing access to our website, it will be deleted at the end of each session.

4.2 Job applications

If you would also like to become part of ZEVAC and apply for a position with us, we will process the personal data we receive from you as part of the application process. In addition to your personal details, education, work experience and skills, this includes the usual correspondence details such as email address and telephone number. It also includes any documents you submit in connection with your application, such as your CV, certificates, etc.

This data will only be stored, analyzed, processed or passed on internally in connection with your application. It may also be processed for statistical purposes (e.g. reporting). In this case, it is not possible to draw conclusions about individual persons.

You may object to this data processing and withdraw your application at any time. Please send your objection to the contact person named in the job advertisement or to the e-mail address given in section 1.

If we enter into an employment contract with you, the data provided will be stored for the purpose of processing the employment relationship in accordance with the law. If the application process ends without an employment contract, your personal data will be kept for a further six months for documentation purposes and then deleted, unless you have given us your consent to keep your data for a certain period of time for further application processes.

4.3 Cookies

We use cookies on our website. Cookies are small text files that are placed and stored on your device (laptop, tablet, smartphone, etc.) with the help of your browser. They are used to make our website more user-friendly and effective overall and to make your visit to our website as pleasant as possible. Cookies do not cause any damage to your device. They cannot run programs or contain viruses.

We use session cookies. Session cookies are functional cookies that are used to ensure the proper functioning of the website. They are automatically deleted when you log out or close your browser.

4.4 Google services

We use various services provided by Google LLC, based in the USA *(„Google")* on our website. We use the Google services on our website:

- Google Maps
- YouTube

You can find more information about each service below.

Google uses technologies such as cookies, web beacons and tracking pixels to help the website analyze how users use the site. The information generated by the cookie about your use of this website may be transmitted to and stored by Google on servers in the United States or other countries. You can find information about Google's data processing facilities here.

We use tools provided by Google that Google believes may process personal data in countries where Google or its contractors maintain facilities. In its *"Data Processing Addendum for Products where Google is a Data Processor"*, Google commits to providing an adequate level of data protection by relying on the EU Standard Contractual Clauses.

For more information about Google's processing and privacy settings, please see the Google Privacy Policy or Privacy Settings.

4.4.1 Google Maps

We use the Google Maps online mapping service on our website to integrate interactive maps into our website.

When you visit a website that has Google Maps embedded, Google Maps sets a cookie. This cookie is not usually deleted when you close your browser, but rather expires after a period of time unless you manually delete it first.

By using Google Maps, information about your use of our website (including your IP address) may be transmitted to and stored by Google on servers in the United States. Google may store this information in the form of user profiles for the purpose of personalizing services, advertising and market research. If you are logged in to Google, your information will be associated with your account. If you do not want this to happen, you must first log out.

If you do not agree to this processing of your information, you can opt out of the Google Maps service. To do this, you will need to disable Java script in your browser. This may affect other features of our website.

For more information, please see the Google Maps Terms of Service and the Google Privacy Policy.

4.4.2 YouTube

On our website, we use the services of the provider YouTube LLC, based in the USA *("YouTube")*, a subsidiary of Google LLC. *("Google")*.

When you start a YouTube video on our website, a connection to the YouTube servers is established. This tells the YouTube server which of our pages you have visited. This information (including your IP address) may be transmitted to and stored by Google on servers in the United States. If you are also logged into your YouTube account, you allow YouTube to associate your browsing behavior directly with your personal profile. You can prevent this by logging out of your YouTube account before visiting our site.

For more information, please see the YouTube Terms of Service and the Google Privacy Policy.

4.5 Social media presence

We maintain social media profiles on Instagram, YouTube and LinkedIn.

The information you provide on our social media profiles will be published by the social media platform and will not be used or processed by us for any other purpose at any time. However, we reserve the right to delete content where necessary. We may communicate with you through the social media platform.

Please be aware that the operator of the social media platform uses web tracking methods. Web tracking, over which we have no control, may also occur regardless of whether you are logged in or registered with the social media platform.

For more detailed information about data processing and further information about your rights in this regard and how to set options to protect your privacy, as well as your right to object to the creation of user profiles by the social media platform provider, please refer to the privacy policy of the respective provider:

- Facebook, Meta Platforms Inc (USA)/Meta Platforms Ireland Ltd (Ireland):
  Privacy Policy
- Instagram, Meta Platforms Inc (USA)/Meta Platforms Ireland Ltd (Ireland):
  Privacy Policy
- YouTube, YouTube LLC (USA):
  Privacy Policy
- LinkedIn, LinkedIn Corporation (USA)/LinkedIn Ireland Unlimited Company (Ireland):
  Privacy Policy

5 Data Security

We take appropriate technical and organizational security measures to protect your data from unauthorized access and misuse. These security measures include IT and network security solutions, encryption of data carriers and transmissions, access controls and restrictions (from 2025), issuance of policies, confidentiality agreements and controls.
We regularly review and update our security measures to ensure state of the art data protection. We also require our contract processors to implement appropriate security measures. However, security risks cannot be completely eliminated and residual risks are unavoidable.

6 Your rights

You have the following rights under, and to the extent provided by, the data protection legislation that applies to you:

- The right to request information from us as to whether we are processing data about you and, if so, which data;
- the right to have us rectify data if it is incorrect;
- the right to request that data be deleted;
- the right to require us to provide certain personal data in a commonly used electronic format or to transfer it to another controller;
- the right to withdraw consent where our processing is based on your consent;
- the right to object to the processing of your data, in particular for direct marketing purposes;
- to the creation of profiles for direct marketing purposes and other legitimate interests;
- the right to obtain, upon request, further information necessary to exercise these rights;
- the right to be heard with regard to automated individual decisions and to request that the decision be reviewed by a natural person.

If you believe that the processing of your personal data is in breach of data protection law or that your data protection rights have otherwise been violated, you may also lodge a complaint with the competent supervisory authority.
In Switzerland, this is the Federal Data Protection and Information Commissioner (FDPIC; www.edoeb.admin.ch).

Exercising your rights under data protection law generally requires that you provide clear proof of your identity (e.g., by providing a copy of your identity card or passport if your identity is otherwise not clear or cannot be verified).
To exercise your rights, please contact us by email at the email address provided in Section 1.

7 Changes to this Privacy Policy

We expressly reserve the right to amend or modify this Privacy Policy at any time. The version published on our website will apply.