

# Privacy Notice

November 2018

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## 1. Who we are

The controller of your personal data is Davos Instruments AG, a Swiss company limited by shares with its seat located Am Kurpark 3, 7270 Davos, Switzerland. References in this privacy notice (the **Notice**) to “Davos Instruments”, “we” or “us” are references to Davos Instruments AG.

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## 2. Personal data we process

Personal data we process about you includes:

- your name and contact details (for example name, address, phone number or email address), information about the company you work for, your position or title and your relationship to a person, and other basic information;
- financial information, for example payment-related information;
- information provided to us by or on behalf of our customers or generated by us in the course of providing services to customers;
- information in relation to materials and communications we send to you electronically, for example your use of marketing e-mails;
- information about your use of our products or services, for example your purchase history and warranty claims;
- any other information relating to you which you may provide to us.

We collect this information when you interact with us, for example when you communicate with our staff, put in an order for our products or services or sign up to receive information by e-mail. We also collect or generate personal data for instance when processing your payments and in the course of providing our services, and we may collect personal data from other sources for example to keep your information up to date using publically available sources.

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## 3. How we use your personal data

We use your personal data:

- to communicate with you;
- to provide and improve our services to you and our customers, including personal data of others provided to us, for example marketing processes;
- to administer our relationship with you and with our customers;
- to provide and improve our websites, including monitoring and evaluating its use (see “Use of our websites and e-mails” below for additional information);
- to promote our services, including by sending alerts, updates, event invitations etc.;
- to comply with our legal, regulatory and risk management obligations, including establishing, exercising or defending legal claims.

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#### 4. Use of our websites, cookies and e-mails

We may use cookies in order to enable our website to function properly (necessary cookies), to collect information about how visitors use our website (performance cookies) or to enable our website to remember certain information such as geographical region of access, username and preferred language (functionality cookies).

We will not use third-party cookies such as advertising cookies, unless we obtain your consent.

You may refuse the use of cookies by selecting the appropriate settings on your browser. Note however that this may affect your experience of our websites. To find out more about cookies, including how to manage, reject and delete cookies, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

We may use your name and e-mail address(es) to send you alerts, updates, event invitations and other information by e-mail, but will ask for consent first unless we have obtained your contact details from you in the context of our services. If you receive marketing communications from us and no longer wish to do so, you may unsubscribe at any time by following the link included in these e-mails or by e-mail to [info@davos-instruments.ch](mailto:info@davos-instruments.ch).

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#### 5. On what basis we use your personal information

We process personal data on the following grounds: to perform a contract, such as selling, renting or licensing goods and providing related services; for the establishment, exercise or defence of legal claims or proceedings; to comply with legal and regulatory obligations; and for legitimate interests. Please see “How we process your personal data” above for additional details.

## **6. Who we share your personal data with**

We will share your personal data with trusted third parties including:

- IT service providers;
- our auditors;
- third parties involved in hosting or organising events or seminars;

For the purposes set out in this Policy and where necessary, we may share personal data with courts, regulatory authorities, government agencies and law enforcement agencies. While it is unlikely, we may be required to disclose your information to comply with legal or regulatory requirements. We will use reasonable endeavours to notify you before we do this, unless we are legally restricted from doing so.

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## **7. Countries we transfer your personal data to**

We may transfer your personal data to recipients abroad, including in countries that do not provide the same level of protection as Swiss law. Before we do so we will implement appropriate measures to protect your personal data, for example by requiring the recipient to agree to data processing agreements (if you would like to receive a copy of these agreements, please contact us at the address indicated above. These agreements are usually based on the EU standard clauses, which you may review [here](#)). We may also transfer personal data with your explicit consent and in certain other situations as permitted by applicable law.

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## **8. How we retain your personal data**

We retain your personal data for as long as it is necessary for the purposes for which the data is collected, and as long as we have a legitimate interest in keeping personal data, for example to enforce or defend claims or for archiving purposes and IT security. We also retain your personal data as long as it is subject to a legal retention obligation.

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## **9. How we protect your personal information**

We use various technical and organisational measures to help protect your personal data from unauthorised access, use, disclosure, alteration or destruction.

**10. Your rights**

You are entitled to ask for details of the information we hold about you and how we process it and to receive a copy of your personal data. You may also have your data rectified or deleted, restrict our processing of that information, and object to the processing of your personal data. You may also choose to withdraw your consent. Please note that even after you have chosen to withdraw your consent we may be able to continue to process your personal information to the extent required or permitted by law. You may also lodge a complaint in relation to our processing of your personal data with a local supervisory authority.

We must ensure that your personal information is accurate and up to date. Therefore, please advise us of any changes to your information by contacting us at the address indicated above.