

Data Privacy Policy

Swiss wood Solutions knows that you care about the protection of your personal data and your privacy. We therefore explain to you in this Data Privacy Policy what personal data we collect, how we process them and for which purposes we use them.

Swiss Wood Solutions AG («SWS») is the operator of the website www.swisswoodsolutions.ch («Website») and the services offered on those sites. SWS is responsible for the collection, processing and use of your personal data.

Swiss Wood Solutions AG

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Accessing our Website

Our website uses the software HubSpot, developed by HubSpot Inc., USA. This software assists us in implementing our marketing activities, including statistical analysis and evaluation of logged user behavior.

You can visit our web pages without providing any personal information. When accessing our web pages, the following data is stored in log files: IP address, date, time, duration of the visit to the website, name of the referring page, domain or country of the visitor, and general information about the operating system or browser. The usage data forms the basis for statistical, anonymous evaluations, enabling us to identify trends that allow us to improve our offerings and online presence on the internet accordingly.

We only store your personal data if you expressly provide it to us in one of the forms on our web pages. In addition, we store information about emails and the attachments of the emails that you open. We use this personal information solely to improve the quality of our services and exclusively within the scope of your request and for the delivery of customized information. This information, as well as the content of our website, is stored on servers of our software partner HubSpot. We may use it to interact with visitors to our website and to determine which services of our company are of interest to them. All information collected by us is also subject to HubSpot's privacy policies. For further information on data processing, please refer to the terms

of service and privacy policies of HubSpot Inc., which can be found at <https://legal.hubspot.com/terms-of-service> and <https://www.hubspot.com/privacy-policy>.

If You Contact Us

If you express interest, we will request in certain areas the following data from you so we can get back to you:

- Name
- E-mail address
- Place of Residence (Country)

The purpose of the collection of these data is to handle or respond to your request. These data will be stored for the mandatory retention period for business documents required by the law and will be deleted thereafter.

When you apply for a job with us

When you apply for a vacant position with us, we process your data for the purpose of carrying out the application process. Without this data, we are unable to assess your application and decide whether you are suitable for the position in question.

For example, we use contact details to arrange appointments with you. We collect personal information, such as that contained in your CV, and process data from job references or training diplomas. In addition to this absolutely necessary data, you have the option of providing us with additional information for the application process. We use the data provided to us to assess the application and to make decisions.

Your application data will only be shared with persons involved in the application process, e.g. management, supervisors, employees. In addition, data may be disclosed to authorities if there is a legal obligation to disclose it.

Processing is permitted within the framework of the application process. The data will be deleted 6 months after the end of the application process.

If your application is followed by the conclusion of an employment contract, the data will continue to be stored and used for the implementation of the employment relationship.

E-Mails And Newsletters

SWS may send Newsletters or E-Mails with information about products or activities. You will receive these only if you have given your prior permission. You can opt out of this service at any time.

We also include visible and invisible image elements in some of our newsletters and marketing emails, where permitted, which we retrieve from our servers to determine if and when you have opened the email so that we can measure and better understand how you use our offers and tailor them to you here too. You can block this in your email program; most are pre-set to do this. By using our websites and agreeing to receive newsletters and other marketing emails, you consent to the use of these techniques. If you do not want this, then you must set your browser or email program accordingly.

Transfer of Information to Third Parties

Your personal data will not be sold by SWS or shared with third parties outside SWS for advertising purposes.

SWS may transfer your personal data to third parties to the extent this may be required to:

- Make your order ready for shipment and deliver it to you or to our service providers (e.g. packaging, transport and customs clearance)
- To process your payment to the relevant service providers (e.g. post, credit card provider, bank, TWINT)
- To perform a credit check to a credit agency if we agree to ship against invoice or before processing a larger order
- To enforce our rights, such as payment for deliveries, and in order to defend ourselves against unjustified claims.

Transfer Outside Switzerland

If SWS transfers your personal data to third parties as described under «Transfer of Information to Third Parties», your personal data may be transferred to destinations outside Switzerland. These third parties may be operating in Switzerland and/or in any other country outside Switzerland.

In the context of using Cookies or Tracking Tools (see below), data are transmitted to countries outside Switzerland, including the United States of America. These data are not necessarily personal data but may be combined with or aggregated to personal data by the providers of the Cookies or Tracking Tools, over which we have no control.

Cookies

We use so-called «Cookies». You can change the settings of your browser to reject Cookies. We use Cookies to enable, for example, forms. You can opt out of using personal Cookies, but in that case certain services including the above functionalities may not be working properly.

Tracking

The Website of SWS use Google Analytics. Google Analytics is a service of Google which employs Cookies stored on your computer and which will allow the analysis of your use of our Website. The information generated by these Cookies about your use of our Website and your IP address will be transmitted to a server of Google in the US and will be stored there. Google will use that information to analyse your use of our Website and to generate reports about the activities on our Website, as well as for providing further services connected to the Website and other Internet activities. Google will also transfer this information to third parties to the extent this is mandatory by law or to the extent third parties process this information on behalf of Google. Google will in no event combine your IP address with other data. You can prevent the installation of these Cookies in your browser settings. We make you aware that in that case, some functionalities of our Website may not be used to the full extent. By accessing our Website you declare your consent with the processing of your data by Google in the manner and for the purposes described above.

We use Hubspot for our online marketing activities. Hubspot is an integrated software solution which covers several aspects of our online marketing. Our registration service via a registration form allows users of our Website to learn more about our business, download content and to provide to us contact information and other demographic information.

This information as well as the content of our Website are stored on the servers of our software partner Hubspot. This information can be used to enter into contact with visitors of our Website and to determine which of our offerings may be of interest to them. We use all this information exclusively for the optimisation of the information displayed to users.

You can find more information on Google's data processing at <https://policies.google.com>. The terms of use / privacy policy of HubSpot Inc. can be viewed at <https://legal.hubspot.com/terms-of-service> and <https://legal.hubspot.com/privacy-policy>.

Social Media Plug-Ins

We use plug-ins from social networks such as LinkedIn, Twitter, Instagram and Facebook on our website. This is apparent to you in each case (typically via corresponding icons). We have

configured these elements so that they are disabled by default. If you activate them (by clicking on them), the operators of the respective social networks can register that you are on our website and where and can use this information for their purposes. Your personal data will then be processed under the responsibility of the respective operator of the platform in accordance with their own data protection policies. We do not receive any information about you from them.

We receive data from you and the platforms when you contact us via our online presences (e.g., when you communicate with us, comment on our content or visit our presence). At the same time, the platforms evaluate your use of our online presences and link this data with other data about you known to the platforms (e.g., about your behavior and preferences). They also process data for their own purposes under their own responsibility, in particular for marketing and market research purposes (e.g. to personalize advertising) and to control their platforms (e.g. which content they show you).

We would like to point out that you use our appearances on social media platforms and their functions on your own responsibility. This applies in particular to the use of interactive functions (e.g. commenting, sharing, rating).

To exercise your data subject rights, you can contact both us or the provider of the social media platform.

The providers describe what information the social media platform receives and how it is used in their data protection policies. There you will also find information about contact options as well as about the setting options for advertisements.

Storage and Security

SWS has appropriate safeguards in place to store your data and accordingly employs security technology to protect your data. For example, our website is accessed using transport encryption (SSL / TLS, in particular with the Hypertext Transfer Protocol Secure, abbreviated HTTPS). Most browsers indicate transport encryption with a padlock in the address bar.

Data will only be stored for as long as it is required with regard to the purpose or as required by the law.

Right to Information, Correction, Deletion of Data and Restriction of Processing

At any time you have the right to request information about your personal data stored by SWS and the right to have such data corrected. You also have the right to have your personal data

deleted, except to the extent that SWS is required to store such data by the law, or SWS has the right to continue to process such data.

For information, correction or deletion of your personal data please contact: info@swisswoodsolutions.ch. SWS reserves the right to request a proof of identity prior to handling your request.

Right to File a Complaint with a Data Protection Authority

If you wish to file a complaint, you may contact any competent Data Protection Authority.

Legal Basis

We process personal data in accordance with data protection laws of Switzerland and the EU. To the extent the General Data Protection Regulation (GDPR) of the EU is applicable, we process your personal data if at least one of the following legal grounds applies:

- Art. 6 Abs. 1 lit. a GDPR: you have given your consent to the processing of your personal data for one or more specific purposes;
- Art. 6 Abs. 1 lit. b GDPR: the processing is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract;
- Art. 6 Abs. 1 lit. c GDPR: the processing is necessary for compliance with a legal obligation to which we are subject;
- Art. 6 Abs. 1 lit. d GDPR: the processing is necessary in order to protect your vital interests or the vital interests of another natural person;
- Art. 6 Abs. 1 lit. e GDPR: the processing is necessary for the performance of a task carried out by us in the public interest or in the exercise of official authority vested in us;
- Art. 6 Abs. 1 lit. f GDPR: the processing is necessary for the purposes of the legitimate interests pursued by us or by a third party, except where such interests are overridden by your interests or your fundamental rights. Legitimate interests pursued by us are in particular our interest to put at your disposal our Websites and our product offerings in a sustainable, user friendly and reliable manner; to conduct promotional and marketing activities as described in this Data Protection Policy; to ensure the security of the Websites, of your and our information and the protection against misuse and unauthorised use; and to enforce our legal rights and compliance with the law.