General Data Protection Statement

BELIMO Automation AG

The present Data Protection Statement describes the extent, purpose and the methods used at **BELIMO Automation AG, Brunnenbachstrasse 1, 8340 Hinwil** to process personal data.

To learn more about the processing of personal data on our website, please consult our Online Data Protection Statement, which can be viewed at the following link: Online Data Protection Statement. More information regarding the processing of personal data in the area of the Belimo Cloud can be found at the following link: Privacy Policy Belimo-Cloud.

When processing personal data, we comply with the Federal Data Protection Act (FDPA) and, where applicable, Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data, on the free movement of such data and on the repeal of Directive 95/46/EC (DSGVO).

All our employees with access to confidential data and information are bound by an obligation to secrecy and have signed a corresponding confidentiality agreement.

1.1. What are personal data?

Personal data is information that relates to an identified or identifiable natural person, e.g. form of address, salutation, first name, family name, date of birth, address, email address, or multiple characteristics that enable conclusions to be drawn about individual persons.

1.2. Legal bases for the processing of personal data.

Art. 6 Sect. 1 lit. a GDPR or Art. 13 Sect. 1 FADP is the respective legal basis pursuant to which we obtain consent from affected individuals for processing procedures relating to personal data (e.g. for the sending of a newsletter).

Art. 6 Sect. 1 lit. b GDPR or Art. 13 Sect. 2 lit. a FADP is the legal basis for the processing of personal data required for the fulfillment of a contract. This also applies for processing procedures which are required for the performance of pre-contract measures.

Art. 6 Sect. 1 lit. c GDPR or Art. 13 Sect. 1 FADP is the legal basis in cases where a processing of personal data is necessary for the fulfillment of a statutory obligation to which our company is subject (e.g. for the fulfillment of statutory retention obligations).

Art. 6 Sect. 1 lit. f GDPR or Art. 13 Sect. 1 and Sect. 2 FADP is the legal basis for such processing when it is required for the preservation of a justified interest, either on the part of our company or on the part of a third party. This affects for example the following data processing applications:

- Marketing insofar that you have not revoked the utilisation of your data for marketing purposes
- Measures for the further development of products and services
- Assertion of legal claims and defence with judicial disputes
- Guarantee of IT security and IT operation
- Video surveillance for guaranteeing physical safety and for securing evidence
- Access control for guaranteeing physical safety and for securing evidence
- Risk management at Belimo.

1.3. What are the purposes for which we process personal data?

1.3.1. Contract initiation and/or processing with customers or suppliers

Personal data collected
Company, Form of address, Name, First name, Company telephone number, personalised email address if necessary.

The data are required for the compilation and exchange of quotations and offers, for concluding contracts and for invoicing.

The purposes for which the data to be collected is used are oriented to the actual content of the respective contract and comprise both pre-contractual and contractual objectives. These stipulations apply in addition to the downloading of software, no matter whether this is made available by Belimo for a fee or free of charge, and for the provision of update services for such software.

If the business relationship with you no longer exists, then your personal data will be deleted insofar as no statutory retention obligations apply.

1.3.2. Contact and product queries

Personal data collected
Company, Form of address, Name, First name, Company telephone number, personalised email address if necessary.

We use the data for the processing of contact and product queries and for the contract performance pursuant to Sect. 1.3.1..

Following the completion of the contact query, we shall delete the personal data insofar as no statutory retention obligations apply.

1.3.3. Processing of personal data for marketing purposes and newsletters

Personal data collected
Company, Form of address, Name, First name, Company telephone number, personalised email address if necessary.

We also process personal data which you have conveyed to us, either verbally, in writing or electronically, for marketing purposes. This is used for providing you with individual consultation, for preparing offers for products and services which are tailored to your individual requirements, for sending newsletters and for improving our services.

You can refuse the individualised processing of your data in future for marketing purposes, either in general or with respect to particular channels. In the event that such a statement has been issued, you will no longer be contacted for marketing purposes. However, if you use one or more of our valid services, your data will remain in our database so we can continue to provide this service for you and will be used for business transactions.

1.3.4. Processing of applicant data

Personal data collected
All of the statements regarding yourself that you provide to us in the documents you submit for the application.

If you submit an application to us that does not lead to later employment, we shall delete the personal data insofar as no statutory retention obligations apply.

1.3.5. Other purposes

Personal data may also be collected in the following, non-exhaustive list of cases. This has to do with personal data which you have conveyed to us, either verbally, in writing or electronically:

- Consultation activities (e.g. in the course of building projects with planning offices, architects)
- University contacts (e.g. in connection with collaborations in research projects)
- Association activities (e.g. in standards committees)
- Preparation and organisation of events.

If the relationship with you no longer exists, then your personal data will be deleted insofar as no statutory retention obligations apply.

1.4. Dissemination of personal data.

We save all data in electronic form on servers which belong to the company. We transmit your data as required pursuant to Sections 1.3.1, 1.3.2 or 1.3.3 to our headquarters, our subsidiaries or authorised sales partners in the country that is responsible for you.

Your personal data may be passed along to our service providers for the processing of your order. We select our service providers carefully and contractually ensure that our service providers process your data only in the way that we are permitted to do so. The personal data collected by Google Analytics are stored in the US.

1.5. Automated decision-making.

We do not perform any automated decision-making pursuant to Art. 22 GDPR for the justification and execution of business relationships.

1.6. Rights of the affected individuals.

As an affected individual, you have a right to information regarding which data we process about you. You have in addition the right to demand that the processing of your data be corrected, deleted or limited, in addition to the right, if applicable, to data portability. These rights exist insofar as no statutory retention obligations or other justified interests on the part of Belimo prevent their application. Furthermore, you have the right, insofar as it is applicable to you, to file a complaint with the government agency responsible for data privacy (Art. 77 GDPR).

You have the right at all times to revoke a permission which was previously granted for data processing. You can assert your rights by notifying the contact address pursuant to Sect. 1.8..

1.7. Technical and organisational measures.

We implement appropriate technical and organisational measures to protect your personal data.

1.8. Contact information.

BELIMO Automation AG
Brunnenbachstrasse 1
8340 Hinwil, Schweiz
Telephone: +41 43 843 61 11
E-Mail: info@belimo.ch