

## **Privacy policy and privacy notice Swiss Testing Labs**

### **A) Privacy policy**

The following provides a simple overview of what happens to your personal data when you visit our website. Personal data includes any data by which you could be personally identified. Detailed information on the subject of data protection can be found in our privacy notice contained herein.

#### **Data collection on our website**

##### **1. Who is responsible for data collection on this website?**

The data collected on this website is processed by the website owner. The owner's contact details can be found in the website's legal notice.

##### **2. How do we collect your data?**

Some data is collected when you provide it to us. This could be data that you enter in a contact form, for example. Other data is automatically collected by our IT systems when you visit the website. This is primarily technical data such as the browser and operating system you are using or when you accessed the page. This data is collected automatically as soon as you enter our website.

##### **3. What do we use your data for?**

Part of the data is collected to ensure the proper functioning of the website. Other data may be used to analyse your user behaviour.

##### **4. What rights do you have regarding your data?**

You always have the right to request information about your stored data, its origin, its recipients and the purpose of its collection at no charge. You also have the right to request correction, blocking or deletion of this data. You can contact us at any time using the address given in the legal notice if you have further questions about the issue of data protection. You may also, of course, file a complaint with the competent regulatory authority.

#### **Analysis tools and third-party tools**

When you visit our website, your surfing behaviour may be statistically evaluated. This happens primarily with cookies and analytics. The analysis of your surfing behaviour is usually anonymous, i.e. we will not be able to identify you from this data. You may object to this analysis or prevent it by not using certain tools. Detailed information on this can be found in the following privacy notice.

You may object to this analysis. We will inform you below about how to exercise your options in this regard.

### **B) Privacy notice Swiss Testing Labs**

## **Chapter 1:**

### **Principle**

The owners of these web pages take the protection of your personal data very seriously. We treat your personal data as confidential and in accordance with the statutory data protection regulations and this privacy notice.

If you use this website, various personal data is collected. Personal data is any data by which you can be personally identified. This privacy notice explains what information we collect and what we use it for. It also explains how and for what purpose this happens.

Please note that data transmitted via the internet (e.g. via e-mail communication) may be subject to security breaches. Complete protection of your data from third-party access is not possible.

### **Responsible party:**

The party responsible for data processing on this website is:

Swiss Testing Labs, Belpstrasse 41, 3007 Bern

Telephone: +41 (031) 381 64 54 E-mail: [info@swisstestinglabs.ch](mailto:info@swisstestinglabs.ch)

### **Revocation of your consent to the processing of your data**

Many data processing operations are only possible with your express consent. You may revoke your consent at any time. An informal email making this request is sufficient. The data processed before we receive your request may still be legally processed.

### **Right to file complaints with regulatory authorities**

If there has been a breach of data protection legislation, the person affected may file a complaint with the competent regulatory authorities. The competent regulatory authority for matters related to data protection issues is the cantonal data protection officer of the Canton of Bern where our association is based.

### **Right to data portability**

You have the right to have data which we process automatically based on your consent as a member or in fulfillment of a contract delivered to yourself or to a third party in a standard, machine-readable format. If you request the direct transfer of the data to another responsible party, this will only be done to the extent technically feasible.

### **SSL or TLS encryption**

This site uses SSL or TLS encryption for security reasons and for the protection of the transmission of confidential content, such as orders or enquiries that you send to us as the site owner. You can recognize an encrypted connection in your browser's address line when it changes from "http://" to "https://" and when the lock icon is displayed in your browser's address bar.

If SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

## **Information, blocking, deletion**

As permitted by law, you have the right to be provided at any time with information free of charge about any of your personal data that is stored as well as its origin, the recipient and the purpose for which it has been processed. You also have the right to have this data corrected, blocked or deleted. You can contact us at any time using the address given in our legal notice if you have further questions on the topic of personal data.

## **Objection to advertising e-mails**

We hereby object to the use of our published contact data to send unsolicited advertising and information material to our association. We expressly reserve the right to take legal action against unsolicited mailing of advertising information, such as spam e-mail.

## **Chapter 2: Data collection on our website**

### **Cookies**

Our website uses cookies. Cookies do not harm your computer and do not contain any viruses. Cookies help make our website more user-friendly, efficient, and secure. Cookies are small text files that are stored on your computer by your browser.

Most of the cookies we use are so-called "session cookies". They are automatically deleted after your visit. Other cookies remain stored on your device until you delete them. These cookies make it possible to recognize your browser when you next visit the site.

You can configure your browser to inform you about the use of cookies so that you can decide on a case-by-case basis whether to accept or reject a cookie. Alternatively, your browser can be configured to automatically accept cookies under certain conditions or to always reject them, or to automatically delete cookies when closing your browser. Disabling cookies may limit the functionality of this website.

Cookies which are necessary to allow electronic communication process are stored pursuant to Art. 6 para. 1 sub-para (f) of the GDPR. The website owner has a legitimate interest in the storage of cookies to ensure an optimized service provided free of technical errors. If other cookies (such as those used to analyse your surfing behaviour) are also stored, they will be treated separately in this privacy notice.

### **Server log files**

The provider of these web pages automatically collects and stores information in so-called server log files that your browser automatically transmits to us. These are:

- Browser type und browser version
- Operating system used
- Referrer URL
- Host name of the accessing computer
- Time of the server request
- IP address

This data will not be merged with other data sources. The basis for data processing is Art. 6 para. 1 sub-para (f) of the GDPR, which permits the processing of data to fulfil our obligations to you

as a member, to fulfil a contract or pre-contractual measures.

### **Contact form or enquiry via Lab-Finder**

Should you send us enquiries via the contact form or via Lab-Finder, we will collect and store the data entered in the enquiry form, including the contact data you provided, for the purpose of processing the enquiry and to answer any follow-up questions. We do not share this data without your consent. The processing of the data entered in the contact form or in Lab-Finder is therefore carried out exclusively on the basis of your consent (Art. 6 para. 1 sub-para (a) of the GDPR). You may revoke your consent at any time. An informal email making this request is sufficient. The data processed before we receive your request may still be legally processed. We will retain the data you provide on the contact form or in Lab-Finder until you request its deletion, revoke your consent for its storage, or the purpose for its storage no longer pertain (e.g. after your enquiry has been processed). Mandatory statutory provisions, in particular retention periods, remain unaffected.

### **Registration on this website**

You can register as a member on our website to use additional features offered here. The input data will only be used for the purpose of using the respective site or service for which you have registered. The mandatory information requested during registration must be provided in full. Otherwise we will decline the registration.

To inform you about important changes, in particular for technically necessary changes, we will use the e-mail address specified during registration.

We will process the data provided during registration only based on your consent per Art. 6 para. 1 sub-para (a) of the GDPR. You may revoke your consent at any time. An informal email making this request is sufficient. The data processed before we receive your request may still be legally processed.

We will store the data collected during registration as long as you are registered on our website. Thereafter, it will be deleted. Statutory retention periods remain unaffected.

### **Processing of data (member and contract data)**

We collect, process and use personal data only to the extent necessary to substantiate, structure the content or amend a contract or to fulfil our obligations towards you as a member (inventory data). This is done on the basis of Art. 6 para. 1 sub-para (b) of the GDPR, which permits the processing of data for the fulfilment of a contract or pre-contractual measures. We collect, process and use personal data about the use of our internet pages (usage data) only to the extent necessary to enable the user to make use of the service or for billing purposes. The collected customer data will be deleted after completion of the order or termination of the business relationship. Statutory retention periods remain unaffected.

### **Data transmission at contract conclusion for dispatch of goods and payment transactions**

We transmit personal data to third parties only if necessary in the context of fulfilling the terms of the contract, for example to the commissioned bank. A further transmission of the data will not take place or only if you have expressly agreed to the transmission. Your data will not be passed on to third parties without your express consent, for example for advertising purposes. The data is processed pursuant to Art. 6 para. 1 sub-para (b) GDPR, which permits the

processing of data to fulfil a contract or pre-contractual measures.

### **Data transmission at contract conclusion for services and digital content**

We transmit personal data to third parties only if necessary in the context of fulfilling the terms of the contract, for example to a bank entrusted with the handling of payments.

A further transmission of the data will not occur or only if you have expressly agreed to the transmission. Your data will not be passed on to third parties without your express consent, for example for advertising purposes.

The data is processed pursuant to Art. 6 para. 1 sub-para (b) of the GDPR, which permits the processing of data to fulfil a contract or pre-contractual measures.

### **IP anonymization**

We have activated the IP anonymization feature on this website. As a result, your IP address will be truncated by Google within the member states of the European Union or other parties to the Agreement on the European Economic Area prior to transmission to the United States. Only in exceptional cases is the full IP address transmitted to a Google server in the USA and truncated there. Google will use this information on behalf of the website owner to evaluate your use of the website, to compile reports on website activity and to provide other services relating to website activity and internet usage for the website owner. The IP address transmitted by your browser as part of Google Analytics will not be merged with any other data held by Google.

### **Browser plugin**

You can prevent these cookies being stored by selecting the appropriate settings in your browser, however please note that doing so you may not be able to use the full functionality of this website. You can also prevent the data generated by cookies about your use of the website (incl. your IP address) from being passed to Google, and the processing of these data by Google, by downloading and installing the browser plug-in available under the following link: [tools.google.com/dlpage/gaoptout](https://tools.google.com/dlpage/gaoptout).

***The complete and valid privacy policy can be found in German.***