

TIBIO Sagl - Privacy Policy

1. DATA PROTECTION NOTICE: WHAT IS IT ABOUT?

In this Data Protection Notice we inform you how and why we collect, process, and use your personal data (hereafter also "data").

Here you will receive information on, among other things, the following:

- What personal data we collect and process;
- For what purposes we use your personal data;
- Who has access to your personal data;
- What benefits our data processing has for you;
- How long we process your personal data;
- What are your rights with regard to your personal data and
- How you can contact us.

2. WHOSE RESPONSIBILITY IS IT FOR DATA PROCESSING?

Under the Data Protection Act, the controller of a particular data processing operation is the one who defines whether this processing is to take place, for what purpose, and in what manner. The controller, on the other hand, is the one who processes personal data on behalf of the data controller.

Owner or controller of data processing within the scope of its activities is:

TIBIO Sagl.
Via alla Valle 11
6949 Comano

3. TO WHOM AND FOR WHAT USE IS THIS DATA PROTECTION NOTICE INTENDED?

This Data Protection Notice applies to all persons whose data is processed, regardless of whether TIBIO Sagl has the role of data controller or data processor as well as regardless of the channel through which persons come into contact with us (e.g., by telephone or through a website).

It applies to the processing of personal data already collected and personal data collected in the future. It applies to the processing of all personal data that we handle as part of the performance of our activities.

We operate in the field of analysis and consulting in the field of microbiology and biochemistry, participation in companies or enterprises with similar purpose.

As part of our activities we process your personal data on the basis of the applicable legal provisions. In this Data Protection Notice we inform you of our entire scope of activities, and references in this Data Protection Notice apply in all cases unless we inform you otherwise.

4. WHAT PERSONAL DATA DO WE PROCESS?

"Personal data" is information that can be associated with a specific person, making him or her identifiable.

Some personal information is provided to us by you or by third parties involved in telephone or e-mail contacts with which you request our services. This may be the name, the

contact details or information about the role the person involved plays within the company or organization for which she (or the respective contact person) works, or on whose behalf we are contacted.

During the performance of our contracts, we also process personal data that we collect corresponding with clients or third parties (especially counterparties, authorities, courts, their respective employees or other contact persons). This may include names, contact details, dates of birth, information on employment relationships, income, family situation, or health status. We also collect certain personal data ourselves by surveying them from public records or websites.

5. FOR WHAT PURPOSES DO WE PROCESS PERSONAL DATA?

We primarily process personal data for the performance of our business activities. We may also process personal data for purposes of communication, contract execution, security and prevention, compliance with legal provisions, safeguarding of rights, as well as for our internal administration procedures.

In addition, we may process contact information about you, your employees, or others for marketing purposes (using any means of communication such as e-mail, social media, mail, or telephone) in order to provide information about publications, events, new services, or products that may be of interest to you.

6. WHAT IS THE LEGAL BASIS FOR OUR PROCESSING OF PERSONAL DATA?

As part of our activities, our data processing is subject to the Swiss data protection provisions of the Data Protection Act (DPA). We process personal data for the fulfillment of a contract with the data subject or the data controller, for the execution of pre-contractual measures (e.g., checking a contract request), for the protection of our legitimate interests, on the basis of separate consent, or to comply with legal provisions.

7. TO WHOM DO WE FORWARD PERSONAL DATA?

For our activities, it may be necessary to transmit personal data to the following categories of recipients: external service providers, customers, counterparties and their legal representatives, business partners with whom we may need to cooperate.

8. HOW DO WE COMMUNICATE PERSONAL DATA ABROAD?

We process personal data almost exclusively in Switzerland. We may also use common IT services where some data flows outside Switzerland are unavoidable. If we transmit your personal data to one of these countries, we ensure the protection of your personal data adequately.

9. HOW DO WE HANDLE PERSONAL DATA WORTHY OF SPECIAL PROTECTION?

Certain types of personal data, e.g., data about religious, philosophical, political or trade union opinions or activities, health, intimate sphere, genetic data and others are considered "personal data worthy of special protection" under data protection law. In the course of our ordinary activities, we do not process data in this particular category. We will only do so if necessary with the consent of the data subject.

10. HOW DO WE PROTECT PERSONAL DATA?

We take technical and organizational security measures to preserve the security of your personal data, to protect it from unauthorized or unlawful processing, and to counter the danger of loss, accidental alteration, inadvertent disclosure, or unauthorized access. Like all businesses, however, we cannot rule out data security breaches with absolute certainty: certain residual risks are unavoidable.

Security measures of a technical nature e.g., data logging, access restrictions, and back-up copy storage are part of the security measures. Security measures of an organizational nature include e.g. directives to our employees, confidentiality agreements and controls. We also oblige our data controllers to take appropriate technical and organizational security measures.

11. HOW LONG DO WE PROCESS PERSONAL DATA?

We process and save your personal data:

- as long as it is necessary for the purposes of processing;
- as long as we have a legitimate interest in storage. In particular, this is true when we need the personal data to enforce our claims or defend ourselves against the claims of others, for archival purposes, and to ensure cybersecurity;
- as long as they are subject to a legal obligation of preservation.

12. WHAT ARE YOUR RIGHTS IN THE PROCESSING OF YOUR PERSONAL DATA?

You have the right to:

- Request information about personal data stored with us;
- Have incorrect or incomplete personal data corrected or completed;
- Request deletion or anonymization of your personal data, if they are not (anymore) necessary for the performance of our activities;
- To request the restriction of the processing of your personal data, if the processing for the performance of activities is (no longer) necessary;
- Receive the personal data you provide in a structured, commonly used, machine-readable format;
- revoke consent with effect for the future, if we process your personal data on the basis of consent.

Please note that these rights may be limited or excluded in individual cases, e.g., if there are doubts about identity or if this is necessary to protect other persons, to safeguard interests worthy of protection, or to comply with legal obligations.

You can exercise the main rights mentioned above by writing to us.

He or she is also free to file a complaint with the competent supervisory authority if he or she has doubts as to whether the processing of his or her personal data complies with the law. The competent supervisory authority in Switzerland is the Federal Data Protection and Information Commissioner (FDPIC).

13. HOW CAN YOU CONTACT US?

If you have any questions regarding this Data Protection Notice or the processing of your personal data, you can write to us at info@tibio.ch.

14. CHANGES TO THIS DATA PROTECTION POLICY

This Data Protection Notice may be unilaterally adapted by TIBIO Sagl at any time, in particular if our data processing changes or

new legal provisions come into force. In general, the updated version of the Data Protection Notice in effect from time to time at the beginning of the processing in question applies to data processing.