

PRIVACY POLICY

ADERCO International SA (hereafter referred as "**ADERCO**") thanks you for your interest in our group. It is important for ADERCO to ensure the protection of the personal data of every individual. As a matter of principle, with the exception of Cookies, for which we refer you to our [Cookie Policy](#), the website www.aderco.com can in principle be used without providing any personal data about the visitor. However, the processing of certain personal data will be necessary when using the contact form on our website.

Through this privacy policy, ADERCO wishes to inform the public about the nature, extent and purpose of the personal data that we collect, use and process via our website. In addition, it serves to inform the persons concerned of their rights.

1. Definitions

ADERCO's privacy policy is based on the terminology used by the European legislative and regulatory authorities when adopting the General Data Protection Regulation (**GDPR**) and Swiss laws. Our privacy policy must be easily readable and understandable, both for the public and for our customers and business partners. In order to achieve this, we would like to define the terminology used in advance.

In this privacy policy, we use, among others, the following terms:

1.1 Personal data

Personal data means any information relating to an identified or identifiable natural person (hereinafter referred to as "**data subject**"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an on-line identifier or to one or more specific characteristics relating to his or her physical, physiological, genetic, mental, economic, cultural or social identity.

1.2 Data Subject

A data subject is any identified or identifiable natural person whose personal data have been processed by the process controller.

1.3 Processing

Processing shall mean any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organisation, filing, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, alignment or combination, restriction, erasure or destruction.

1.4 Controller or Process controller

The controller or process controller shall designate the natural or legal person, public authority, agency or any other body which alone or jointly with others determines the purposes and means of the processing of personal data.

1.5 Processor

The processor shall mean a natural or legal person, public authority, agency or any other body, which processes personal data on behalf of the controller.

1.6 Recipient

The recipient shall mean a natural or legal person, public authority, agency or any other body to whom the data are disclosed, whether or not it is a third party. Authorities which may receive personal data in the framework of a specific fact-finding mission shall not, however, be regarded as recipients.

1.7 Third party

The third party shall mean the natural or legal person, public authority, agency or any other body other than the data subject, the controller, the processor and the persons who, under the direct authority of the controller or the processor, are authorised to process personal data.

1.8 Consent

Consent shall mean any freely given, informed and unambiguous expression of will on the part of the data subject with respect to a specific case, in the form of a declaration or any other unambiguous confirmatory act by which the data subject signifies his or her agreement to the processing of personal data relating to him or her.

2. Contact details of ADERCO's data controller

Is responsible within the meaning of the General Data Protection Regulation and under Swiss data protection laws, any other data protection laws in force in the Member States of the European Union and other data protection provisions:

Aderco International SA

Group Headquarters

Chemin de la Fontaine 2

1260 Nyon, Switzerland

Phone: +41 22 362 39 04

Email address: contact@aderco.com

Website: www.aderco.com

3. Cookies

ADERCO's Internet pages use cookies. In this respect, we expressly refer you to our Cookie Policy, <https://aderco.com/en/Cookies>.

4. Contact via the website

Due to the legal regulations applicable in Switzerland and Europe, ADERCO's website contains data that enables rapid electronic contact with the companies in our group and immediate communication, which also includes a general e-mail address.

If a person concerned contacts ADERCO by email or via the contact form, the personal data transmitted by the person concerned is automatically stored and processed. The recording of these personal data voluntarily transmitted by a data subject to ADERCO is for the sole purpose of

processing and/or contacting the data subject. **None of this personal data is transmitted to a third party and/or outside the European Union, unless specific consent of the data subject.**

The only personal data processed are the following:

- Surname and first name,
- Company name (*optional*),
- Contact email address,
- Contact phone number (*optional*),
- Other information provided including the "Query / Comment" section.

5. Duration of storage of personal data

ADERCO processes and records the personal data of the data subject only for the time necessary to achieve the purpose of the processing in accordance with the applicable Swiss laws and in particular with the Swiss Federal Data Protection Act (SR 235.1, DPA) and the European Regulation on the protection of individuals with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation or GDPR, <https://eur-lex.europa.eu/legal-content/FR/TXT/?uri=CELEX%3A32016R0679>).

This period may not exceed six (6) months in the context of data collected by email or through the contact form. After expiry of this period, the corresponding data is systematically deleted insofar as it is no longer necessary for the purpose of the processing.

6. Rights of the data subject

6.1 Right to information

Any person concerned by the processing of personal data has the right to obtain, at any time and free of charge from ADERCO, information relating to the processing of his or her registered personal data concerning him or her and to obtain a copy thereof. In particular, the person concerned has access to the following information:

- the purposes of the processing,
- the categories of personal data processed,
- the recipients or categories of recipients to whom the personal data have been or will be disclosed, including recipients in third countries or international organisations,
- the intended period of storage of personal data or, where appropriate, the criteria for determining that period,
- the existence of the right to rectify or delete personal data concerning him or her or to restrict or oppose processing by the controller,
- the existence of a right of appeal to a supervisory authority,
- all available information on the origin of the data, if the personal data is not obtained from the data subject him/herself.

In addition, the data subject has a right of information as to whether personal data have been disclosed to a third country or an international organisation. If this is the case, the data subject also has the right to obtain information on the appropriate safeguards related to the disclosure.

If a data subject wishes to exercise this right to information, he or she may at any time contact ADERCO at the above-mentioned contact details.

6.2 Right to rectification

Any person concerned by the processing of personal data shall have the guaranteed right to demand at any time the immediate rectification of incorrect personal data concerning him/her. In addition, and taking into account the purposes of the processing, the data

subject shall have the right to require the completion of incomplete personal data, in particular by means of an additional declaration.

If a data subject wishes to exercise this right to rectification, he or she may at any time contact ADERCO using the above-mentioned contact details.

6.3 Right of erasure (right to be forgotten)

Any person concerned by the processing of personal data has the guaranteed right to demand from ADERCO the immediate deletion of personal data concerning him/her, provided that the request for deletion is made for one of the following reasons and that the processing is not required:

- The personal data have been collected for purposes for which they are no longer necessary or processed in another way for which they are no longer required.
- The data subject revokes his or her consent.
- Personal data have been processed unlawfully.
- Personal data have been collected by other public sources.

If one of the reasons mentioned above applies and a data subject wishes to proceed to the deletion of personal data stored by ADERCO, he or she may at any time contact ADERCO at the contact details mentioned above. ADERCO will ensure that the request for deletion is met as soon as possible.

6.4 Right to data portability

Any person concerned by the processing of personal data shall have the guaranteed right to obtain personal data relating to him/her and communicated to the controller by the data subject in a structured, customary and machine-readable format.

In order to assert his right to data portability, the data subject may at any time contact ADERCO using the above-mentioned contact details.

6.5 Right to object

Any person concerned by the processing of personal data shall have the guaranteed right to object at any time, on grounds relating to his or her particular situation, to the processing of personal data concerning him or her.

If ADERCO processes personal data for the purpose of direct marketing, the data subject is entitled to object at any time to the processing of personal data for such advertising purposes.

In order to exercise this right to object, the person concerned may at any time contact ADERCO using the above-mentioned contact details.

6.6 Right to revoke the consent in relation with data protection

Any person concerned by the processing of personal data shall have the guaranteed right to revoke consent to the processing of personal data at any time.

If the data subject wishes to exercise his right to revoke consent, the data subject may at any time contact ADERCO using the contact details given above.

7. Security and storage

This website contains links or references to other websites which are beyond our control and to which this data protection declaration does not apply. Please be sure to read the privacy policy on each site you visit. You are solely responsible for accessing these websites.

As data controller, ADERCO has implemented numerous technical and organisational measures in order (i) to guarantee the fullest possible protection of the personal data processed through this website and (ii) to protect this information against loss, misuse and unauthorised access, disclosure, modification or destruction.

Internet-based data transmissions may, however, contain security vulnerabilities, making absolute protection impossible. Emails sent to or from this website may not be secure. Each person concerned can therefore freely decide to communicate their personal data to us by other means such as by telephone.

8. Data Protection Officer

The Company has appointed a Data Protection Officer (“DPO”) who is responsible for overseeing the Company’s compliance with the applicable data protection laws.

The DPO’s responsibilities include:

- Ensuring compliance with data protection obligations,
- Handling enquiries, requests and complaints relating to personal data,
- Acting as the point of contact where required,

The DPO may be contacted at:

Email: dpo@aderco.com

9. Modifications

ADERCO reserves the right to modify this privacy policy at any time. No contractual or other rights on the part of either party can be inferred from this privacy policy. Please review this statement regularly when using this website. Whenever the privacy statement of this website is changed, the latest version will be published here. This privacy statement was last updated on January 26th, 2026.