



## Data Privacy Statement

*Version: 30 November 2021*

With the following data privacy statement we inform you about the processing of personal data. Personal data is all information relating to an identified or identifiable natural person, such as name, address, e-mail address.

Please provide this information to the current and future authorised representatives and contacts in your company.

### 1. Controller, Data Protection Officer

Controller in the sense of data protection is a-factory oy, Lönnrotinkatu 7, 00120 Helsinki, Finland (hereinafter: "we").

For all questions in connection with data protection you can also contact our data protection officer via e-mail to [dsb@vitro.com](mailto:dsb@vitro.com) or under the following address: Data Security Officer, Vitro Center, Klünenfeldstrasse 22, 4127 Birsfelden Switzerland.

### 2. Data Processing

If and to the extent we process personal data of our business partners (e.g. contact persons), this is done for the execution and processing of the contractual relationship and concerns the following types of data: Name, e-mail address, address data, telephone numbers, inventory data, etc. as well as other data that arise in the course of the business relationship.

The legal basis is Article 6(1)(b), (f) General Data Protection Regulation (GDPR).

### 3. Duration of Data Storage

Personal data is stored until the purpose for which it was entrusted to us has been fulfilled. As far as storage periods subject to commercial law and tax law or other statutory provisions are to be fulfilled, the duration of the storage of certain data can amount up to 10 years.

### 4. Transfer of Data

To the extent necessary for the fulfillment of the contract, e.g. in the context of payment processing or the shipping of products, your data will be passed on, for example, shipping service providers, payment service providers, technical service providers, etc. Your personal data will not otherwise be passed on to third parties, unless we are obliged to do so by law or court order or you have given your prior consent.

As far as we make use of the services of third parties for the processing of personal data, the regulations of the GDPR are adhered to. In particular, we carefully select and commission these service providers in writing or electronically. They are bound by our instructions and are regularly checked by us.

If and insofar as we transfer data to third countries, this is done in compliance with the special provisions of Article 44 et seq. GDPR.

## **5. Data Security**

We have taken extensive technical and operational precautions to protect your personal data stored with us against unauthorized access and misuse. Our security procedures are regularly reviewed and adapted to technological progress. Our employees are obliged to maintain confidentiality.

## **6. Your Rights**

Upon request, you will receive information free of charge about all personal data that we have stored about you, including the origin, recipients and categories of recipients to whom this data is passed on and the purpose of data processing. You can, under the statutory conditions, object to the processing of your personal data at any time. You also have the right to correction or erasure of your personal data, to limitation of the processing of your personal data and to data portability. You may also lodge a complaint with the competent supervisory authority.

If you have given your consent to the processing of your personal data, you can withdraw the consent at any time without affecting the lawfulness of the processing based on consent before its withdrawal.

If you have any questions regarding the collection, processing or use of your personal data or the exercise your rights, please contact a-factory oy, Lönnrotinkatu 7, 00120 Helsinki, Finland by mail or send an e-mail to [privacy@vitra.com](mailto:privacy@vitra.com).