

## Data Privacy Statement – Polynova Group AG

Polynova is committed to protecting your data. Read our privacy policy below or download the policy as a PDF document.

Personal data (hereinafter mostly referred to as “data”) is processed by Polynova Group AG only to the extent necessary and for the purpose of providing a functional and user-friendly website, including its contents and the services offered there.

According to Article 4, Paragraph 1 of Regulation (EU) 2016/679, i.e. the General Data Protection Regulation (hereinafter referred to as “GDPR”), “processing” is considered to be any process carried out with or without the help of automated processes or any series of processes carried out in this context with personal data, such as collecting, recording, organizing, arranging, storing, adapting or changing, reading, querying, using, disclosing by transmission, dissemination or any other form of provision, comparison or linking, restricting, deleting or destroying.

With the following data protection declaration we inform you in particular about the type, scope, purpose, duration and legal basis of the processing of personal data, insofar as we decide on the purposes and means of processing either alone or jointly with others. We will also inform you below about the third-party components we use for optimization purposes and to increase the quality of use, insofar as third parties process data under their own responsibility.

Our data protection declaration is structured as follows:

- I. Information about us as controllers
- II. Rights of users and those affected
- III. Information on data processing

### I. Information about us as controllers

The responsible provider of this website in terms of data protection law is:

Polynova Group AG  
Thomas Weigl  
Birkenstrasse 47  
6343 Rotkreuz

Telephone: +41 41 799 02 02  
eMail: [info@polynova.ch](mailto:info@polynova.ch)

### II. Rights of users and those affected

With regard to the data processing described in more detail below, users and those affected have the right

- for confirmation as to whether data concerning you is being processed, for information about the data processed, for further information about data processing and for copies of the data (see also Art. 15 GDPR);
- to correct or complete incorrect or incomplete data (see also Art. 16 GDPR);
- to the immediate deletion of the data concerning you (see also Art. 17 GDPR), or, alternatively, if further processing is necessary in accordance with Art. 17 Para. 3 GDPR, to restriction of processing in accordance with Art. 18 GDPR;
- to receive the data concerning you and provided by you and to transmit this data to other providers/responsible parties (see also Art. 20 GDPR);
- to complain to the supervisory authority if you are of the opinion that the data concerning you is being processed by the provider in violation of data protection regulations (see also Art. 77 GDPR).

In addition, the provider is obliged to inform all recipients to whom data has been disclosed by the provider of any correction or deletion of data or the restriction of processing that takes place on the basis of Articles 16, 17 Paragraph 1, 18 GDPR. However, this obligation does not apply if this notification is impossible or involves disproportionate effort. Without prejudice to this, the user has the right to information about these recipients.

According to Article 21 of the GDPR, users and those affected also have the right to object to the future processing of data concerning them, provided that the data is processed by the provider in accordance with Article 6 (1) (f) of the GDPR. In particular, an objection to data processing for the purpose of direct advertising is permitted.

### **III. Information on data processing**

Your data processed when using our website will be deleted or blocked as soon as the purpose of storage no longer applies, the deletion of the data does not conflict with any legal retention obligations and no different information is subsequently provided about individual processing procedures.

#### **Cookie Manager**

To obtain consent for the use of technically unnecessary cookies on the website, the provider uses a cookie manager.

When the website is accessed, a cookie with the settings information is stored on the user's device so that consent does not have to be asked on a subsequent visit.

The cookie is required to obtain legally compliant consent from the user.

The user can prevent or stop the installation of cookies through the settings of their browser.

## **Cookies**

### **a) Session cookies/Session cookies**

We use so-called cookies on our website. Cookies are small text files or other storage technologies that are stored and stored on your device by the Internet browser you use. These cookies store certain information about you on an individual basis, such as your browser or location data or your IP address is processed.

This processing makes our website more user-friendly, effective and secure, as the processing enables, for example, the reproduction of our website in different languages or the offering of a shopping cart function.

The legal basis for this processing is Art. 6 Para. 1 lit b.) GDPR, provided that these cookies data are processed for the purpose of initiating or executing a contract.

If the processing does not serve to initiate or process a contract, our legitimate interest lies in improving the functionality of our website. The legal basis is then Article 6 Paragraph 1 Letter f) GDPR.

When you close your Internet browser, these session cookies are deleted.

### **b) Third-party cookies**

Our website may also use cookies from partner companies with whom we work for the purposes of advertising, analysis or the functionality of our website.

Please see the information below for details, in particular the purposes and legal basis for processing such third-party cookies.

### **c) Possibility of elimination**

You can prevent or restrict the installation of cookies by setting your Internet browser. You can also delete cookies that have already been saved at any time. However, the steps and measures required for this depend on the specific Internet browser you use. If you have any questions, please use the help function or documentation of your Internet browser or contact the manufacturer or support. However, with so-called Flash cookies, the processing cannot be prevented via the browser settings. Instead, you have to change the settings of your Flash player. The steps and measures required for this also depend on the specific Flash player you are using. If you have any questions, please use the help function or documentation of your Flash player or contact the manufacturer or user support.

However, if you prevent or restrict the installation of cookies, this may result in not all functions of our website being fully usable.

## Contact inquiries/contact options

If you contact us via contact form or email, the data you provide will be used to process your request. Providing the data is necessary to process and answer your request - without it, we cannot answer your request or at best respond to a limited extent. The legal basis for this processing is Article 6 Paragraph 1 Letter b) GDPR. Your data will be deleted as long as your request has been answered conclusively and the deletion does not conflict with any legal retention obligations, such as in the event of any subsequent contract processing.

## Customer account / registration function

If you create a customer account with us via our website, we will use the data you entered during registration (e.g. your name, address or email address) exclusively for pre-contractual services, for contract fulfillment or for customer care purposes ( e.g. to provide you with an overview of your previous orders with us or to be able to offer you the so-called wish list function). At the same time, we then save the IP address and the date of your registration and time. Of course, this data will not be passed on to third parties.

As part of the further registration process, your consent to this processing will be obtained and reference will be made to this data protection declaration. The data we collect is used exclusively to provide the customer account.

If you consent to this processing, Article 6 Paragraph 1 Letter a) GDPR is the legal basis for the processing.

If the opening of the customer account also serves to take pre-contractual measures or to fulfill the contract, the legal basis for this processing is also Article 6 Paragraph 1 Letter b) GDPR.

You can revoke your consent to open and maintain your customer account at any time with future effect in accordance with Art. 7 Para. 3 GDPR. To do this, you simply need to inform us of your revocation.

The data collected in this respect will be deleted as soon as processing is no longer necessary. However, we must observe retention periods under tax and commercial law.

## Newsletter

If you register for our free newsletter, the data requested from you, i.e. your email address and - optionally - your name and address, will be transmitted to us. At the same time, we store the IP address of the Internet connection from which you access our website as well as the date and time of your registration. As part of the further registration process, we will obtain your consent to send the newsletter, describe the content specifically and refer you to this data protection

declaration. We use the data collected exclusively for sending newsletters - which is why they are not passed on to third parties. The legal basis for this is Article 6 Paragraph 1 Letter a) GDPR.

You can revoke your consent to receive the newsletter at any time with future effect in accordance with Art. 7 Para. 3 GDPR. To do this, you simply need to inform us of your revocation or click on the unsubscribe link contained in every newsletter.

### **Online job applications / publication of job advertisements**

We offer you the opportunity to apply to us via our website. With these digital applications, we collect and process your applicant and application data electronically to process the application process. The legal basis for this processing is Article 88 (1) GDPR.

If an employment contract is concluded after the application process, we will store the data submitted during the application in your personnel file for the purpose of the usual organizational and administrative process - of course, taking into account the further legal obligations. The legal basis for this processing is also Art. 88 Para. 1 GDPR.

If an application is rejected, we automatically delete the data transmitted to us two months after the rejection was announced.

If you expressly consent to a longer storage of your data, for example for your inclusion in an applicant or interested party database, the data will be further processed based on your consent. The legal basis is then Article 6 Paragraph 1 Letter a) GDPR. Of course, you can revoke your consent at any time in accordance with Art. 7 Para. 3 GDPR by notifying us with effect for the future.

### **Server data**

For technical reasons, in particular to ensure a secure and stable internet presence, data is sent to us through your internet browser or to our web space provider transmitted. These so-called server log files contain, among other things, the type and version of your internet browser, the operating system, the website from which you switched to our website (referrer URL), the website(s) of our website that you visit, the date and time of the respective access as well as the IP address of the Internet connection from which our website is used.

The data collected in this way will be stored temporarily, but not together with other data about you. This storage takes place on the legal basis of Article 6 Paragraph 1 Letter f) GDPR. Our legitimate interest lies in the improvement, stability, functionality and security of our website.

The data will be deleted after seven days at the latest, unless further storage is required for evidentiary purposes. Otherwise, the data will be completely or partially excluded from deletion until an incident has been finally clarified.

## LinkedIn

We maintain an online presence on LinkedIn to present our company and our services and to communicate with customers/prospects. LinkedIn is a service of LinkedIn Ireland Unlimited Company, Wilton Plaza, Wilton Place, Dublin 2, Ireland, a subsidiary of LinkedIn Corporation, 1000 W. Maude Avenue, Sunnyvale, CA 94085, USA.

In this respect, we would like to point out that it is possible that user data may be processed outside the European Union, particularly in the USA. This can result in increased risks for users in that, for example, subsequent access to user data can be made more difficult. We also have no access to this user data. Access is exclusively via LinkedIn.

LinkedIn's data protection information can be found at

<https://www.linkedin.com/legal/privacy-policy>

## General links to third-party profiles

The provider uses a link to the social networks listed below on the website.

The legal basis for this is Article 6 Paragraph 1 Letter f GDPR. The provider's legitimate interest is in improving the quality of use of the website.

The plugins are integrated via a linked graphic. Only by clicking on the corresponding graphic will the user be redirected to the service of the respective social network.

After the customer has been forwarded, information about the user is collected by the respective network. First of all, this is data such as IP address, date, time and page visited. If the user is logged into their user account of the respective network, the network operator may be able to assign the collected information from the user's specific visit to the user's personal account. If the user interacts via a "share" button on the respective network, this information can be saved in the user's personal user account and, if necessary, published. If the user wants to prevent the collected information from being directly assigned to his user account, the user must log out before clicking on the graphic. It is also possible to configure the respective user account accordingly.

The following social networks are linked by the provider:

## LinkedIn

LinkedIn Ireland Unlimited Company, Wilton Plaza, Wilton Place, Dublin 2, Ireland, a subsidiary of LinkedIn Corporation, 1000 W. Maude Avenue, Sunnyvale, CA 94085 USA.

Data protection declaration: <https://www.linkedin.com/legal/privacy-policy>

## Google Analytics

We use Google Analytics on our website. This is a web analysis service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland, hereinafter referred to as "Google".

The Google Analytics service is used to analyze the usage behavior of our website. The legal basis is Article 6 Paragraph 1 Letter f) GDPR. Our legitimate interest lies in the analysis, optimization and economic operation of our website.

Usage and user-related information, such as IP address, location, time or frequency of visits to our website, is transmitted to a Google server in the USA and stored there. However, we use Google Analytics with the so-called anonymization function. With this function, Google shortens the IP address within the EU or EEA.

The data collected in this way is in turn used by Google to provide us with an analysis of visits to our website and usage activities there. This data can also be used to provide other services related to the use of our website and the use of the Internet.

Google states that it does not associate your IP address with other data. In addition, Google is keeping under

<https://www.google.com/intl/de/policies/privacy/partners>

Further data protection information is available for you, including, for example, the options for preventing data use.

Google also offers under

<https://tools.google.com/dlpage/gaoptout?hl=de>

a so-called deactivation add-on along with further information about this. This add-on can be installed with common Internet browsers and offers you further control over the data that Google collects when you visit our website. The add-on tells Google Analytics' JavaScript (ga.js) that information about visits to our website should not be transmitted to Google Analytics. However, this does not prevent information from being transmitted to us or to other web analysis services. You can of course also find out whether and which other web analysis services we use in this data protection declaration.

## Google reCAPTCHA

On our website we use Google reCAPTCHA to check and prevent interactions on our website through automated access, for example by so-called bots. This is a service provided by Google

Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland, hereinafter referred to as "Google".

Through this service, Google can determine from which website a request is sent and from which IP address you use the so-called reCAPTCHA input box. In addition to your IP address, Google may also collect other information that is necessary to offer and guarantee this service.

The legal basis is Article 6 Paragraph 1 Letter f) GDPR. Our legitimate interest lies in the security of our website and in preventing unwanted, automated access in the form of spam or similar.

Google offers under

<https://policies.google.com/privacy>

further information on the general handling of your user data.

## Google Maps

On our website we use Google Maps to display our location and to create directions. This is a service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland, hereinafter referred to as "Google".

In order to enable the display of certain fonts on our website, a connection is established to the Google server in the USA when our website is accessed.

If you access the Google Maps component integrated into our website, Google stores a cookie on your device via your Internet browser. In order to display our location and create directions, your user settings and data are processed. We cannot rule out that Google uses servers in the USA.

If you have given your consent for this processing, the legal basis is Article 6 (1) (a) GDPR. The legal basis can also be Article 6 Paragraph 1 Letter f) GDPR. Our legitimate interest lies in optimizing the functionality of our website.

Through the connection to Google established in this way, Google can determine from which website your request was sent and to which IP address the directions should be sent.

If you do not agree to this processing, you have the option of preventing the installation of cookies by using the appropriate settings in your internet browser. You can find details on this under "Cookies" above.

In addition, the use of Google Maps and the information obtained via Google Maps is carried out in accordance with the [Google Terms of Service](https://policies.google.com/terms?gl=DE&hl=de) <https://policies.google.com/terms?gl=DE&hl=de> and the [Google Maps Terms and Conditions](https://www.google.com/intl/de_de/help/terms_maps.html) [https://www.google.com/intl/de\\_de/help/terms\\_maps.html](https://www.google.com/intl/de_de/help/terms_maps.html).



In addition, Google offers at

<https://adssettings.google.com/authenticated>

<https://policies.google.com/privacy>

further information.

### **GOOGLE search function ("CSE")**

We use the "Google Custom Search Engine" (Google Custom Search Engine "CSE") for full-text searches on the website. "CSE" is a service provided by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland, hereinafter "Google".

"CSE" enables a full-text search for content on our website. This search function is accessed via a "Google Custom Search" search box.

The legal basis for this is Art. 6 Paragraph 1 Letter f GDPR. Our legitimate interest lies in the user-friendliness of the website.

The function is integrated unchanged on our website as a software module from Google.

If the search is activated by entering a search term, Google uses a plugin to load the information you are looking for. At the same time, to carry out the search and display the search results, the terms entered by the user and the user's IP address are transmitted to Google.

If the user is logged into their existing Google account at the time of the search process, Google can assign the information collected to the associated user profile.

Google offers further information, in particular on the options for preventing data use, under the following links:

<https://policies.google.com/privacy>

<https://adssettings.google.com/authenticated>

### **YouTube**

We use YouTube on our website. This is a video portal of Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland, hereinafter referred to as "YouTube".

We use YouTube in connection with the "Extended data protection mode" function to be able to show you videos. If you have given your consent for this processing, the legal basis is Article 6 (1) (a) GDPR. The legal basis can also be Article 6 Paragraph 1 Letter f GDPR. Our legitimate interest lies in improving the quality of our website. According to YouTube, the "Extended Data Protection Mode" function means that the data described in more detail below is only transmitted to the YouTube server when you actually start a video.

Without this “extended data protection” a connection to the YouTube server in the USA will be established as soon as you access one of our websites on which a YouTube video is embedded.

This connection is required in order to be able to display the respective video on our website via your Internet browser. In the course of this, YouTube will at least collect and process your IP address, the date and time and the website you visited. A connection is also established to Google’s “DoubleClick” advertising network.

If you are logged in to YouTube at the same time, YouTube will assign the connection information to your YouTube account. If you want to prevent this, you must either log out of YouTube before visiting our website or make the appropriate settings in your YouTube user account.

For the purpose of functionality and to analyze usage behavior, YouTube permanently stores cookies on your device via your Internet browser. If you do not agree to this processing, you have the option of preventing the storage of cookies by setting your Internet browser. You can find more information about this under “Cookies” above.

Google provides further information about the collection and use of data as well as your related rights and protection options in the following

<https://policies.google.com/privacy>

available data protection information.

Sample data protection declaration by the Law Firm White & partner