

Data Protection Declaration

Data protection and data security are important concerns to Stücheli Architekten AG (hereinafter referred to as 'we'). We process your personal data responsibly, in compliance with the applicable legal regulations, and in accordance with this Data Protection Declaration.

1 Content of this Data Protection Declaration

In this Data Protection Declaration, we set out how we gather and process personal data when you visit our website at www.stuecheli.ch ('Website') or our social media pages, when you contact us or when you use our services.

2 Controller of the data processing

Stücheli Architekten AG is the controller responsible for the data processing described in this Data Protection Declaration. If you have any questions or would like to exercise your rights as a data subject under data protection law, please contact us at:

- info@stuecheli.ch
- Stücheli Architekten, Binzstrasse 18, 8045 Zurich, Switzerland.

3 Personal data processed during communication and the performance of services

We gather the information you transmit to us as follows:

- When you contact us
- When you apply for a job with us

This includes general personal data, e.g. name and contact details, and other information about your position or role at the organisation on behalf of which you are contacting us. We also process personal data that we receive from third parties. This regularly includes personal data that we receive in correspondence or meetings with customers or business partners, e.g. your name and information about your work as a team member of the customer or business partner. As far as necessary to achieve the purposes described in this Data Protection Declaration, we also gather general personal data from publicly accessible registries, websites or platforms (e.g. to verify your signing authority) or by requesting information from third parties (e.g. for reference purposes in the job application process if you consent to this).

4 Provision and use of our Website

4.1 Use for information purposes

You can receive information about Stücheli Architekten and about our service range on our Website without letting us know who you are. As with any connection with a web server, the server that we use to host our Website automatically logs certain technical data and stores it for a short period time. This includes the IP address and operating system of your device, the date and time of the use, and the type of browser that you use to access the Website.

4.2 Web analysis

We use web analysis services (currently Google Analytics) to analyse the Website use and to obtain information for its optimisation. The web analysis services that we use gather and store usage data by means of cookies. The queried IP addresses are truncated before they are transmitted to a server outside of Switzerland/the EU/EEA. We therefore do not transmit any personal data to the providers of web analysis services abroad.

4.3 Social media plug-ins

The social media plug-ins used on the Website enable you to recommend and share our content on social networks. You can recognise the social media plug-ins on the Website by the logos of the respective social network. If you interact with the social media plug-in, data will be sent to the relevant provider of the social network.

4.4 Resources from external websites

We integrate resources from external servers on our Website. These contain visible content (videos, tweets, photos) and technical resources (font types, scripts, CAPTCHAs). The technical resources are used to improve the performance or security of our Website. When these resources are accessed, the operator of the external server finds out your IP address and/or certain marginal data that is needed for using the external provider's servers.

4.5 Note regarding the use of cookies

We use cookies, tags and similar technologies on the Website so that we can offer you the best possible user experience and to help us improve the Website. Cookies are text files that are downloaded onto your computer or mobile device when you visit a website or use an app.

Some of the cookies that we use are necessary to make certain features of the Website available. We also use cookies to analyse the use of the Website and receive information for optimising the Website. You can find out more about our use of cookies through the cookie preferences tool that is implemented on the Website.

You can adjust your browser settings so that it will not accept any cookies or will ask you each time before a cookie is set. You can also delete cookies from your device by using the corresponding feature in your browser. You also have the option of informing us of

your preferences regarding the acceptance of cookies via the cookie preferences tool that is implemented on the Website.

5 Use of our social media pages

On our social media pages, you can find posts about current projects at Stücheli Architekten and our range of services. The social media providers gather and analyse usage data such as the number of visits and demographic information about the visitors of our company pages. The social media providers provide us with analyses based on this data. These analyses contain only aggregated or otherwise sufficiently anonymised data. Only the relevant provider can identify you based on the gathered usage data. Therefore, please refer to the data privacy policies of the relevant providers.

6 Purposes and legal bases for processing your personal data

We primarily process your personal data to inform you about our range of services and to perform, document and invoice our services according to our contractual and legal duties. We also process your personal data for the following purposes:

- Responding to your enquiries and communicating with you
- Responding to job applications
- Providing the Website
- Analysing and optimising the use of the Website
- Marketing and advertising
- Optimising our posts on our company social media pages
- Compliance with statutory obligations
- Enforcement of legal claims

One of the mentioned purposes constitutes our legitimate interest in the processing of your personal data. Some processing activities are also necessary so that we can fulfil our contractual obligations toward you or comply with our legal obligations (e.g. retention obligations) On this basis, we process your personal data if and insofar as applicable data protection legislation requires a legal basis or justification for the legitimacy of the data processing in general or for specific processing activities.

7 How we store and protect your personal data

We store your personal data only to the extent and for as long as this is necessary to achieve the purposes set out in this Data Protection Declaration or to comply with legal obligations. We take appropriate technical and organisational measures to ensure the integrity and confidentiality of the personal data. In line with our risk assessment, we

implement in particular physical access controls, data access controls and procedures for the regular review, assessment and evaluation of the effectiveness of the measures.

8 Transmitting your personal data

In order to fulfil the purposes set out in this Data Protection Declaration, it may be necessary for us to transmit your personal data to other companies. Such recipients fall under the following categories:

- Other group companies
- External service providers
- Suppliers and business partners
- Authorities and courts (if necessary)

9 Place of processing

We primarily store and process your personal data in Switzerland and the EU. However, we may also transmit your personal data to recipients in countries outside of Switzerland or the EU (worldwide, in particular the USA). In doing so, we transmit data to countries without appropriate data protection on the basis of standard data protection clauses or based on statutory exceptions (e.g. necessity for the performance of a contract).

10 Your rights regarding your personal data

You have the following rights with regard to your personal data:

- The right to receive information about which personal data we store about you and how we process this data
- The right to receive a copy of your personal data in a common format or to have it transferred to third parties
- The right of correction of your personal data; the right of deletion of your personal data
- The right to object to the processing of your personal data

Please note that statutory conditions and exceptions apply to these rights. To the legally permissible extent, we can refuse your request to exercise these rights. You also have the right to lodge a complaint with the competent data protection supervisory authority.

11 How we can modify this Data Protection Declaration

We may modify this Data Protection Declaration at any time, in particular whenever we amend our data processing activities or if new legal regulations become applicable. The applicable version in any case is the one made accessible at www.stuecheli.ch/en > Office > Privacy Policy.

Most recent version: September 2023