

Privacy Policy (Switzerland)

Telematix, Bern

01/26/2024 Version 1.0

Privacy Policy

1 Privacy Policy

The protection of your personal data and privacy are important to us. You can be sure that we will handle your data with care and ensure a high level of data security.

This Privacy Policy provides information on how and why we at the Telematix Group (hereinafter: "Telematix") process personal data.

Our overview "In a nutshell" provides you with an introduction. We then provide more detailed information. Please click on the individual headings to learn more.

If you provide us with personal data relating to other people (e.g. family members, details of work colleagues), please ensure that they are aware of this Privacy Policy, and only share their personal data with us if you are permitted to do so and the data is correct.

2 In a nutshell

Depending on your relationship with us (e.g. website visitor or job applicant) different sections will be relevant to you. Below you will find brief information on the key points relating to our data processing:

- **Purposes of processing**

In principle, we use and process personal data to fulfill our contractual and statutory obligations.

- **Disclosure to third parties**

Within the scope of our business activities we are dependent on transmitting, and sometimes obligated to transmit, certain data to specific third parties. However, under no circumstances do we sell your data.

We also naturally provide you with more detailed information on our processing. You can now learn about where you can find which information.

2.1 Processing of personal data in general

If you are interested in the general aspects of the various processing carried out at Telematix, you will find the relevant information in sections 4-8 of this Privacy Policy:

- In [section 4](#) you can find out which **categories of people** are affected by our data processing and get an overview of the **categories of personal data** we process.
- In [section 5](#) you can find the various **purposes of processing** at Telematix.
- In [section 6](#) you can learn which **legal basis** we use to support our processing.
- In [section 7](#) you can find information on **third parties** we disclose personal data to.
- In [section 8](#) you can find out how long we generally **retain** personal data.

2.2 Processing of specific personal data

In addition to the general information that can apply to all our processing, this Privacy Policy provides further information relating to specific processing or categories of people. We provide information in the relevant sections about which personal data we process for which purposes and about any specific disclosures to third parties.

- If you are applying for a job **vacancy** and would like to find out about data processing in the context of our candidate management, please consult [section 10.1](#).
- If you are a visitor to our **website** and would like to find out about data processing in the context of our website, please consult [section 10](#).

3 Who is the data controller and who can I contact?

When you visit this website, the controller, as referred to in data protection legislation, responsible for any resultant processing of your personal data is

Telematix AG
datenschutzstelle@martiag.ch

If you have any questions about the handling of your personal data, please do not hesitate to contact our data protection office.

3.1 Representative in the EU

Our EU representative, as referred to in the GDPR, is:
Barbara Fischer, Marti Dienstleistungen AG, Seedorffeldstrasse 21, 3302 Moosseedorf, Switzerland
datenschutzstelle@martiag.ch

4 What personal data do we process relating to which categories of people?

Telematix primarily processes personal data relating to the following categories of data subjects:

- business customers, service providers, and suppliers and/or their contacts
- current and retired employees
- visitors to our website(s), in particular job applicants
- visitors to our premises
- contacts at authorities

We process personal data that you provide to us, we collect about you or we have received from third parties. In addition to the personal data mentioned in [sections 10](#), the most important data is:

- contact and identification data (this includes for example first and last names, mailing address, telephone number, or e-mail address)
- financial data (this includes for example details of the recording of payment for a service procured/provided, a bank or postal account, debt enforcement proceedings, and the collection of payments)
- contract data (this includes for example details of a service procured/provided and payment, details of the respective construction project or order processing)
- communication data (this includes for example physical or electronic correspondence with Telematix)
- data in connection with applications for a job vacancy or rental property (this includes for example testimonials and/or letters of application, cover letters, certificates of employment, references, or extracts from the debt enforcement register)
- data in connection with legal disputes

We also collect contact data and the data resulting from the respective communication from many of the abovementioned persons. We also gather, particularly from **interested parties, service providers, and the respective contacts of suppliers and other business partners, and/or their respective contacts**, information on their role, information on the current relationship with these people, information on creditworthiness, communication, information on business processes, inquiries, tenders, offers, terms and conditions, and contracts etc.

5 For what purposes do we process personal data?

Telematix processes personal data for a variety of purposes. The most important ones are:

- **Project execution:**
Information on the purposes of processing within our business execution can be found in [section 9](#).
- **Website(s):**
Information on the purposes of processing on our websites can be found in [section 10](#).
- **Procurement of products and services:**
We also rely on the processing of personal data when purchasing products and services from our suppliers and subcontractors. If you work for a customer or business partner, your personal data may also be affected in this capacity.
- **Jobs at Telematix:**
If you apply for a job with us, we require your details to process your application. Details of data processing in relation to job applications can be found in [section 10.1](#).
- **Video surveillance:**
In order to control access to our premises and protect our employees and other people as well as to safeguard data or secrets belonging to or entrusted to us, we use closed-circuit television cameras and other IT, building and installation security measures (e.g. access controls, visitor lists, network and e-mail scanners, recording of telephone calls) at various sites.

6 On what legal basis do we process personal data?

The following regularly serve as the legal basis for processing your personal data:

- your consent for processing personal data, which you may revoke at any time (for example, the use of cookies on our websites)
- conclusion or performance of a contract with you or your preliminary request to do so (where you, for example, commission us with a project)
- consideration of interests (for example to guarantee information security or performance of tasks carried out in the public interest), which you may object to in certain circumstances
- a legal obligation (for instance social security legislation or for the retention of accounting-related documents by us), which may also be taken into account as part of a consideration of interests

7 Do we disclose personal data to third parties?

We also disclose personal data to third parties within the context of our business activities and for all the purposes mentioned in [section 5](#) and [section 9](#), provided this is permitted and indicated, whether it be because these third parties are processing the data for us (contracted data processing), because they use them for legitimate purposes, or it is required by law (disclosure of personal data). This involves in particular:

- service providers, including **data processors**, IT service providers, suppliers, and business partners
- authorities
- companies of the Marti Group
- banks and payment service providers, debt enforcement agencies
- official bodies and courts

In some cases these recipients are in Switzerland, but they can be anywhere in the world. You must in particular take into account the fact that your data may be transmitted to any other European countries and the USA, where our service providers are located (e.g. Microsoft, Google, AWS, and others). Telematix ensures that the applicable data protection provisions are complied with in each case. If we transmit data to a country in which there is no appropriate statutory level of data protection, we require the recipient to take appropriate measures to protect personal data (e.g. by agreeing to EU standard contractual clauses [Standard contractual clauses for controllers and processors in the EU/EEA \(europa.eu\)](#); [cross-border transfer of personal data \(admin.ch\)](#), taking other precautions, or

based on grounds of justification).

8 For how long do we retain your personal data?

In principle, we process your personal data for as long as required for the respective purpose. If there are statutory retention obligations beyond this period, the personal data concerned is stored for the duration of the retention obligation. Once the retention obligation has lapsed we check whether there is any further processing requirement. If there is no longer a requirement, your data is deleted.

If we store data based on a contractual relationship with you, this data will continue to be stored for as long as the contractual relationship is in place and at the longest for the duration of any statutory limitation periods for possible claims by us or for as long as statutory or contractual retention obligations exist.

Backup systems protect all data held by the Telematix from cyber risks. The retention period for backups is a maximum of 180 days after the last backup of a data record. Access to the backup systems and the saved data contained therein is reserved for a specified group of people. The technology logs every access to and every action in the backup systems in a transparent manner.

9 How do we process personal data relating to our business customers, service providers, and suppliers?

Telematix offers reliable, innovative communication solutions for demanding applications. You can find out which data we process in section 4.

9.1 For what purposes do we process personal data?

In connection with our business operation we use the personal data we collect primarily to:

- fulfill our contractual obligations
- provide our business customers with technical advice according to the project
- exercise rights of recourse vis-à-vis a liable third party
- maintain statistics
- develop new products and further develop existing ones, which may involve determining key figures on the use of services, capacity utilization figures, development of ideas for new processes, technologies
- comply with statutory obligations to provide information or report to courts and authorities and to fulfill official instructions
- maintain a secure, efficient and profitable business operation

9.2 Do we disclose personal data to third parties?

We also disclose personal data to third parties within the context of our business activities and for the purposes mentioned above, see [section 7](#), provided this is permitted and indicated.

10 What personal data do we collect specifically via our website(s)?

We may collect personal data relating to you in order to display and optimize our website content, and in doing so, ensure data security.

The same applies for the analysis of website usage and compliance with statutory requirements.

10.1 Job applications

If you apply for a job with us, we process the personal data we receive from you during the application process. As well as your personal details, details of your education, professional experience, and skills, this includes the usual correspondence details such as mailing address, e-mail address, and telephone

number. All the documents you submit in connection with the application, such as cover letter, résumé, and references, are also processed. Applicants may also send us additional information voluntarily. This data is only stored, evaluated, processed, or passed on internally as part of the recruitment process.

Your applicant data is processed for the fulfillment of our (pre-)contractual obligations during the application process.

If we conclude an employment contract with you, the transmitted data is processed for the purpose of fulfilling the employment relationship in accordance with statutory regulations.

If the application process ends without the offer of employment, your personal data is stored for a further six months for documentation purposes and then deleted, unless you have consented to us using your details for further application processes (applicant pool).

You may object to this data processing at any time and withdraw your application or arrange for your electronic data to be deleted. If you consent to being included in our applicant pool, you may subsequently revoke this consent at any time. Please send your objection or deletion request to the contact person named in the job advertisement.

10.2 Technical log data

The technical log data collected does not allow you to be identified and does not contain any personal data. No personal user profile is created.

The logging of website usage is in our legitimate interest for maintaining and improving the security and stability of the websites and our services.

10.3 Cookies

We use cookies on our websites. Cookies are small text files that are stored on your end device (laptop, tablet, smartphone, etc.) via the browser. They are used to make our websites more user-friendly and effective overall and to make your visit to our websites as pleasant as possible. Cookies do not cause any damage to your end device and cannot run programs or contain viruses.

Which basis we use to process your personal data using cookies depends on whether we ask you for your consent. If we do and you consent to the use of cookies, the basis for processing your data is your consent. Otherwise, the personal data processed using cookies are processed on the basis of our legitimate interests (e.g. making the website visit customer-friendly and effective) or, when the use of cookies is required to fulfill our contractual obligations.

Irrespective of whether processing is based on consent or legal authorization, you have the option of revoking your consent with effect for the future or objecting to the processing of your data using cookie technologies at any time by amending your cookie settings.

Generally speaking, you can prevent cookies from being stored by setting your browser software accordingly.

10.4 Advertising and search optimization services

Our websites use various services provided by Google LLC based in the USA, or if your usual place of residence is in the European Economic Area (EEA) or Switzerland, Google Ireland Limited, based in Ireland ("Google").

We use the following Google services on our websites:

- Google Tag Manager
- Google Analytics
- Google Ads

You can find further information on Google’s advertising technology and on Google’s use of cookies at [Advertising – Privacy & Terms – Google](#).

More information on Google’s processing of information and on privacy settings can be found in the [Privacy Policy](#) and [Data privacy settings & controls](#).

You can find further information on Google Tag Manager in the [Google Tag Manager Use Policy](#).

An overview of the use of data in Google Analytics and the measures taken by Google to protect your data can be found in the [Google Analytics Help](#).

You can find further information on the [Terms of Service | Google Analytics](#) and [Privacy Policy – Google](#) in the respective documents.

10.5 Vimeo and/or YouTube

In order to incorporate videos we use the services of the provider Vimeo LLC based in the USA (“Vimeo”) or YouTube on some of our websites.

You can find further information on data processing and data protection in the [Privacy Policy of Vimeo](#).

We would like to draw your attention to the fact that Vimeo may use Google Analytics and refer you to the [Privacy Policy – Google](#) and the [Google Analytics Opt-out Browser Add-on Download Page](#) or the [Settings for personalized ads from Google](#).

10.6 Social media presence

We maintain social media profiles on Xing, and LinkedIn.

The data you input on our social media profiles is published by the social media platform and at no time is used or processed by us for other purposes. However, we reserve the right to delete content should this be required. If applicable, we communicate with you via the social media platform.

Please be aware that the operators of social media platforms may use web tracking methods. Web tracking, over which we have no control, may also take place irrespective of whether you are signed up to or registered with the respective social media platform.

Further information on data processing by the providers of social media platforms can be found in the respective privacy policy:

- [XING](#)
New Work SE (Germany) [Privacy at XING](#)
- [LinkedIn](#)
LinkedIn Corporation (USA)/LinkedIn Ireland Unlimited Company (Ireland): [Privacy Policy](#)

10.7 Links to third-party websites

Our websites may contain links to other websites for which Telematix is not responsible and which this Privacy Policy does not cover. Generally speaking, the privacy policy of the respective website operator applies.

When you click on the link we no longer have any influence over the processing of any data transmitted to third parties, as naturally the behavior of third parties is beyond our control. We can therefore not assume any liability for this third-party content. The respective provider or operator of the sites is always responsible for the content of linked sites. No illegal content was apparent at the time the link was created. It is not, however, reasonably possible to continuously monitor and check the content of linked sites unless there are specific indications of an infringement. If infringements become known, the links concerned are removed immediately.

11 Do we make automated individual decisions?

Under data protection law, automated individual decisions, i.e. purely computer-based and without the involvement of a data subject, must be indicated as such. Automated individual decisions of this type may be made depending on the process.

We identify such automated decisions. You may also exercise the rights under [section 13](#) in relation to this automated individual decision-making.

12 Technical and organizational measures

Technical and organizational measures protect data from being accessed by unauthorized third parties for fraudulent use and criminal purposes. To this end, the Telematix has implemented appropriate technical and organizational measures. These include in particular:

- directives governing the handling of personal data
- security training for IT users
- the operation of technical protection, early detection, defense and recovery systems
- ensuring effective access controls in respect of premises, facilities, data processing systems, and the data itself
- access restrictions in accordance with the need-to-know principle by means of individual access rights
- use of personal user accounts
- contingency plans and recovery processes are in place
- reviewing the effectiveness of the measures

The stream of your digitally transmitted data is SSL-encrypted between the web browser and the web server. As a result, it is protected from unauthorized access by third parties. If you send us data via e-mail, the data transmission may not be encrypted. It should be noted that data is generally stored unencrypted.

13 What are my rights as a data subject?

Within the framework of the data protection law applicable to you and to the extent provided therein, you have the right to information, correction, deletion, the right to object to our data processing as well as to the release of certain personal data for the purpose of transmission to another agency. You may also revoke consent if our data processing is based on your consent.

If we inform you about an automated decision ([section 11](#)), you have the right to request a review of the respective decision by a natural person.

However, please note that we reserve the right to assert the restrictions provided for by law on our part if we are obligated to retain or process certain data, have an overriding interest in it (insofar as we may refer to it), or need it in order to assert claims.

We informed you about the option to revoke your consent in [section 6](#). Please note that the exercise of these rights can be in conflict with contractual agreements and that this may have consequences such as premature termination of the contract or cost consequences. We will inform you in this regard in advance, where this is not already contractually regulated.

The exercise of such rights generally requires that you clearly prove your identity (for example, by a copy of your identity card, where your identity otherwise is not clear or cannot be verified). To exercise your rights, you can contact us at the address specified in [section 3](#) (data protection office).

14 Additional information

The Telematix Group's range of services is continuously expanding. For this reason or because of other changes in circumstances, this Privacy Policy may be amended at any time without prior notice or communication. The current published version shall apply.

The third-party links provided are to assist you in searching for more information and may change. It is therefore possible that sites are no longer available.

Please note the Imprint section.

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