



Information notice pursuant to art.13 of Regulation EU 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation, so-called “GDPR”).

In accordance with Article 13 of EU Regulation No. 2016/679, the company IBSA Institut Biochimique SA, as the data controller (below the “Company” or the “Controller”), wishes to inform you about the use of your personal information that you provided to us (so-called “personal data”) when you entered into the contract in place with the Company.

1.1 Purpose of the personal data processing

Your personal data concerned will be used for the following purposes:

- A. Establishment of a panel of professional legal providers to be accredited by the Controller to carry out selection procedures for the assignment of legal cases of the Controller

The Company processes your personal data, in compliance with the legal and contractual obligations, also in relation to the administrative, tax, accounting, hygiene and occupational safety aspects.

1.2 Purpose of this notice

This notice informs you about the nature of the personal data related to you that is held by us, the purposes and methods of the processing of the data and any recipients of the data, as well as your rights concerning the data.

1.3 Personal data processed

In particular, the personal data in question concern: name, address or other items of personal identification or data relating to work and/or the organization you are part of collected for the purposes specified under paragraph 1.1.

1.4 How the data are processed

The data are processed through information technology procedures or in any case using automated means or printed matter by persons, either internal or external, specifically responsible for this task and bound to confidentiality. The data are protected by the security measures envisaged by the legislation, designed to prevent unauthorized access, loss or destruction.

1.5 Scope of circulation of the data

The data may be used by personnel of the Controller that have been given appropriate operating instructions under an obligation of confidentiality. The data may also be used by third-party companies providing operational services on behalf of the Data Controller, which act as external data processors under the direction and supervision of the Controller. 4c srl, c.so Buenos Aires 90, 20124, Milan, Italy, VAT number 08797090969, operates as processor in relation to the personal data provided for the purposes subject to this information notice.

The list of the Data Processors is available by sending a request to privacy@ibsa.ch.

1.6 Communication of the data

Also, again for purposes strictly connected to the execution of the relationship in place with you, the Company, directly or indirectly, transmits some of your personal data, on a strictly pertinent basis, to the competent Authorities if this is necessary due to legal obligations, and to third parties for tax and security purposes.

The updated list of the categories of data recipients can be obtained by writing to privacy@ibsa.ch.

1.7 Non-dissemination of the data

Your personal data are not disclosed to unspecified recipients.



1.8 Transfer of the data abroad

In accordance with the laws and regulations that we are subject to, your personal data may be communicated and/or transferred to organizations located in other countries – either in the EU countries or outside EU. With regard to the possible transfer of the Data to third countries outside Switzerland and EU, including countries that may not provide the same level of protection envisaged by the applicable legislation, we inform you that the transfer of data abroad is subject to specific guarantees for the protection of personal data through the adoption of standard contractual clauses.

1.9 Nature of the provision of the personal data

The provision of the data for the purposes specified under paragraph 1.1 A. of this notice of information is optional but necessary for inclusion in the panel of professional legal providers.

1.10 Consent

We inform you that for the data processing referred to above paragraph **1.1 A**, as performed by us, consent is not required because the processing is necessary in order to take steps prior to entering into a contract.

1.11 How long the data are kept

The data will be kept for the time strictly necessary for the accomplishment of the purposes set out in this notice and in any event up to the statutory and legal time limit in compliance with the rights and the resulting obligations.

1.12 Data Controller

The Controller is the company IBSA Institut Biochimique SA, with registered office in Via Al Ponte, 13 – 6900 Massagno, Switzerland.

1.13 Data Protection Officer

The Company uses a Data Protection Officer or DPO.

The DPO can be contacted via the following communication channel: dpo@ibsa.ch

1.14 Rights of the data subject

In relation to the processing of your personal data, you have the right to be informed at any time about your data held by the Controller and how they are used. You also have the right to have the data updated, corrected or erased, to request their portability or restriction of processing, in the cases provided for by law, and to object to the processing of the data unless the Controller has a legitimate interest in the data. To exercise your rights and to obtain more detailed information about the persons or categories of persons to whom the data are communicated and/or transferred or who become aware of the data as controllers or processors, you can contact us:

- by e-mail, at: privacy@ibsa.ch

- by post, at: IBSA Institut Biochimique SA, Via del Piano, 29 – 6915 Pambio-Noranco, Switzerland, attention Legal Affairs.

Lastly, we remind you that you have the right to lodge a complaint with the Personal Data Protection Authority if you consider that your rights have not been respected or that you have not received a response to your requests in accordance with the law.