

Privacy Policy of the staBOO Group

Version of 27 November 2023

In this privacy policy, we, staBOO Holding AG (CHE-110.054.647), in Feusisberg, and staBOO Distribution AG (CHE-220.487.008), in Basel (hereinafter collectively staBOO, staBOO Group, we or us), explain how we collect and otherwise process personal data. This is not an exhaustive description; specific matters may be governed by other privacy statements, general terms and conditions or similar documents. Personal data means any information relating to an identified or identifiable person.

If you provide us with personal data of other persons (e.g. family members, data of colleagues), please ensure that those persons are aware of this privacy policy and only share their personal data with us if you are permitted to do so and if such data are accurate.

This Privacy Policy is designed to meet the requirements of the EU General Data Protection Regulation ("GDPR"), the Swiss Data Protection Act ("DPA") and the revised Swiss Data Protection Act ("revDPA"). However, whether and to what extent these laws apply depends on the individual case.

1. CONTROLLER / DATA PROTECTION OFFICER / REPRESENTATIVE

The controller for the data processing described here is Konstantin Templeton, staBOO Holding AG, Alte Gasse 6, 8834 Schindellegi, unless otherwise stated in the individual case. If you have any data protection concerns, you can send them to us at the following contact address for all companies in the staBOO Group (where possible, please specify which company you are referring to).

staBOO Holding AG
Konstantin Templeton
Alte Gasse 6
8834 Schindellegi
konstantin.templeton@staboo.ch

2. COLLECTION AND PROCESSING OF PERSONAL DATA

We primarily process the personal data we receive from our customers and other business partners in the course of our business relationships with them and from other persons involved, or that we collect from their users in the operation of our websites, apps and other applications.

Where permitted, we also obtain certain data from publicly accessible sources (e.g. debt collection registers, land registers, commercial registers, press, internet) or receive such data from other companies within the staBOO Group, from authorities and other third parties (such as credit agencies, address dealers). In addition

to the data you provide us directly, the categories of personal data we receive about you from third parties include, in particular, information from public registers, information we obtain in connection with administrative and judicial proceedings, information regarding your professional functions and activities (so that, for instance, with your assistance, we can conclude and execute business with your employer), information about you in correspondence and meetings with third parties, creditworthiness information (where we deal with you personally), information about you provided by persons in your environment (family, advisors, legal representatives, etc.) to enable us to conclude or perform contracts with you or involving you (e.g. references, your address for deliveries, powers of attorney, information for compliance with statutory requirements such as anti-money-laundering and export restrictions, information from banks, insurance companies, distribution and other contractual partners regarding services rendered or received by you (e.g. payments made, purchases made)), information about you from media and internet (where appropriate in the specific case, e.g. in connection with an application, press review, marketing/sales, etc.), your addresses and, where applicable, interests and other socio-demographic data (for marketing), data relating to the use of the website (e.g. IP address, MAC address of the smartphone or computer, information about your device and settings, cookies, date and time of the visit, pages and content accessed, functions used, referring website, location data).

3. PURPOSES OF DATA PROCESSING AND LEGAL BASES

We primarily use the personal data we collect to conclude and execute our contracts with our customers and business partners, in particular in the context of importing, exporting and trading building materials and goods of all kinds with our customers and the purchase of products and services from our suppliers and subcontractors, as well as to comply with our legal obligations in Switzerland and abroad. If you act for one of these customers or business partners, in that capacity your personal data may of course likewise be affected.

In addition, where permitted and where it appears appropriate to us, we also process your personal data and that of other persons for the following purposes, in which we (and sometimes also third parties) have a legitimate interest corresponding to the purpose:

- Offering and further developing our offers, services, websites and other platforms on which we are present;
- Communication with third parties and processing of their inquiries (e.g. job applications, media inquiries);
- Examination and optimisation of needs-analysis procedures for direct customer outreach, and collection of personal data from publicly accessible sources for the purpose of customer acquisition;
- Advertising and marketing (including organisation of events), unless you have objected to the use of your data (if we send you advertising as an existing customer, you can object at any time; we will then place you on a blocking list against further marketing communications);
- Market and opinion research, media monitoring;
- Assertion of legal claims and defence in connection with legal disputes and administrative proceedings;
- Prevention and investigation of criminal offences and other misconduct (e.g. internal investigations, data analyses to combat fraud);
- Ensuring our operations, in particular IT, our websites, apps and other platforms;
- Video surveillance to safeguard our domiciliary rights, and other measures for IT, building and facility security and the protection of our employees and other persons, and of assets owned by or entrusted to us (e.g. access controls, visitor lists, network and mail scanners, telephone recordings);
- Purchase and sale of business divisions, companies or parts of companies and other corporate transactions, and the related transfer of personal data, as well as measures of business steering and, where necessary, for compliance with legal and regulatory obligations and internal staBOO rules.

Where you have given us your consent to process your personal data for specific purposes (for example when registering for newsletters or carrying out a background check), we process your personal data within the scope of and based on such consent, unless we have another legal basis and require one. A consent granted can be revoked at any time, which however has no effect on processing already carried out.

4. COOKIES / TRACKING AND OTHER TECHNOLOGIES IN CONNECTION WITH THE USE OF OUR WEBSITE

On our websites we typically use "cookies" and similar technologies which can identify your browser or device. A cookie is a small file sent to your computer or automatically stored on your computer or mobile device by the web browser used when you visit our website. When you visit our website again, we can recognize you in this way, even when we do not know who you are. In addition to cookies that are used only for a session and deleted after your website visit ("session cookies"), cookies can also be used to store user settings and other information over a certain period (e.g. two years) ("permanent cookies"). You can however set your browser so that it rejects cookies, only stores them for one session, or otherwise deletes them prematurely. Most browsers are preset to accept cookies. We use permanent cookies to enable you to save user settings (e.g. language, autologin), to better understand how you use our offers and content, and to display offers and advertising tailored to you (which may also occur on websites of other companies; however, those companies do not learn from us who you are, if we even know, since they only see that the same user who was on a particular page of our site is also on their site). Some cookies are set by us, others by contractual partners we work with. If you block cookies, certain functionalities (e.g. language selection) may no longer work.

By using our websites and consenting to receive newsletters and other marketing emails, you consent to the use of these technologies. If you do not wish this, you must adjust your browser or email programme accordingly.

On our websites we sometimes use Google Analytics or comparable services. This is a service from third parties that may be located in any country in the world (in the case of Google Analytics it is Google Ireland (based in Ireland), with Google Ireland relying on Google LLC (based in the USA) as a processor (both "Google"), www.google.com), with which we can measure and analyse use of the website (not personally). For this purpose, permanent cookies set by the service provider are also used. We have configured the service so that visitors' IP addresses are truncated by Google in Europe before being forwarded to the USA and therefore cannot be traced back. We have switched off the settings "Data sharing" and "Signals". Although we may assume that the information shared with Google is not personal data for Google, it is possible that Google may draw conclusions from such data for its own purposes about the identity of visitors, create personal profiles and link this data with the Google accounts of those persons. To the extent that you have registered with the service provider yourself, the service provider also knows you. The processing of your personal data by the service provider then takes place under the service provider's responsibility in accordance with its privacy provisions. The service provider only informs us how our respective website is used (no information about you personally).

5. DATA DISCLOSURE AND DATA TRANSFER ABROAD

Within the scope of our business activities and the purposes set out in section 3, where permitted and where it appears appropriate to us, we also disclose data to third parties, either because they process them for us or because they wish to use them for their own purposes. This concerns in particular the following recipients:

- our service providers (within the staBOO Group as well as external, e.g. banks, insurance companies), including processors (such as e.g. IT providers);
- dealers, suppliers, subcontractors and other business partners;
- customers;
- domestic and foreign authorities, official bodies or courts;
- the media;
- the public, including visitors of websites and social media;
- competitors, industry organisations, associations, organisations and other bodies;
- acquirers or parties interested in the acquisition of business divisions, companies or other parts of the staBOO Group;
- other parties in possible or actual legal proceedings;
- other companies of the staBOO Group;

all collectively recipients.

These recipients are partly in Switzerland, but can be located anywhere in the world. In particular, you must expect your data to be transferred to all countries in which the staBOO Group is represented through group companies, branches or other offices (notably Vietnam), as well as to other countries in Europe, Asia and the USA, where the service providers we use are located (e.g. Microsoft, SAP, Amazon).

Where a recipient is located in a country without adequate statutory data protection, we contractually oblige the recipient to comply with the applicable data protection (for this purpose we use the revised standard contractual clauses of the European Commission, available here: https://eur-lex.europa.eu/eli/dec_impl/2021/914/oj?), unless it is already subject to a legally recognised framework ensuring data protection and we cannot rely on a derogation. A derogation may apply in particular in case of legal proceedings abroad, but also in cases of overriding public interests, where contract performance requires such disclosure, where you have given consent, or where it concerns data made generally accessible by you whose processing you have not objected to.

6. DURATION OF STORAGE OF PERSONAL DATA

We process and store your personal data for as long as it is necessary for the fulfilment of our contractual and legal obligations or otherwise for the purposes pursued with the processing, i.e. for example for the duration of the entire business relationship (from initiation, processing through to the termination of a contract) as well as beyond in accordance with statutory retention and documentation obligations. It is also possible that personal data are kept for the period during which claims may be asserted against our company, and to the extent that we are otherwise legally obliged or legitimate business interests so require (e.g. for evidence and documentation purposes). As soon as your personal data are no longer required for the above-mentioned purposes, they will, as a rule and as far as possible, be deleted or anonymised. For operational data (e.g. system logs), shorter retention periods of twelve months or less generally apply.

7. DATA SECURITY

We take appropriate technical and organisational security precautions to protect your personal data from unauthorised access and misuse, such as the issuing of instructions, training, IT and network security solutions, access controls and restrictions, encryption of data carriers and transmissions, pseudonymisation, controls.

8. OBLIGATION TO PROVIDE PERSONAL DATA

Within the scope of our business relationship, you must provide the personal data that is necessary for the establishment and execution of a business relationship and the fulfilment of the related contractual obligations (as a rule, you have no statutory obligation to provide us with data). Without this data, we will generally not be able to conclude or perform a contract with you (or the body or person you represent). The website also cannot be used if certain information needed to safeguard data traffic (such as IP address) is not disclosed.

9. PROFILING [AND AUTOMATED DECISION-MAKING]

We process your personal data partly automatically with the aim of evaluating certain personal aspects (profiling). We use profiling in particular to provide you with targeted information and advice about products. We use evaluation tools that allow needs-oriented communication and advertising, including market and opinion research.

For the establishment and conduct of the business relationship and otherwise, we do not, as a matter of principle, use fully automated decision-making (as regulated for example in Art. 22 GDPR). Should we use such procedures in individual cases, we will inform you separately about this where required by law and explain the related rights.

10. RIGHTS OF THE DATA SUBJECT

Within the scope of the data protection law applicable to you and to the extent provided therein (e.g. under the GDPR), you have the right of access, rectification, erasure, the right to restrict processing and otherwise to object to our processing, in particular processing for direct marketing purposes, for profiling carried out for direct advertising and for other legitimate interests in processing, as well as the right to receive certain personal data for the purpose of transfer to another body (so-called data portability). Please note, however, that we reserve the right, on our part, to invoke the statutory restrictions, for example where we are obliged to retain or process certain data, have an overriding interest in doing so (insofar as we may rely on this) or require them to assert claims. If costs arise for you, we will inform you in advance. We have already informed you about the possibility of withdrawing your consent in section 3. Please be aware that the exercise of these rights may conflict with contractual agreements and may have consequences such as early termination of the contract or cost consequences. We will inform you in advance in such case, unless already contractually regulated.

The exercise of such rights generally requires that you unambiguously prove your identity (e.g. by means of a copy of an identity document, where your identity is otherwise not clear or cannot be verified). To assert your rights, you can contact us at the address indicated in section 1.

Every data subject also has the right to enforce their claims in court or to lodge a complaint with the competent data protection authority. The competent data protection authority in Switzerland is the Federal Data Protection and Information Commissioner (<http://www.edoeb.admin.ch>).

11. CHANGES

We may amend this privacy policy at any time without prior notice. The version published on our website at the time shall apply. If the privacy policy is part of an agreement with you, we will inform you of the change by email or other suitable means in the event of an update.
