



IGP Privacy Statement for Customers, Business Partners and Suppliers

Last updated September 2023

As our customer, business partner or supplier, you have the right to know what data we collect from you and process. You also have the right to know whether we pass your data on to others and for how long we store it. We would also like to inform you what rights you have in dealing with us when we handle your personal data according to current data protection law. And you will find out who you can contact if you have any questions or criticism about data protection.

1. Introduction

Here at the IGP Group (in the following: IGP), we respect the privacy and data security of our customers, business partners and suppliers as well as their representatives, in accordance with the relevant data protection regulations and provisions.

2. Responsible for data processing

The IGP company with which you have a business relationship or to which you have sent your data is the company responsible for processing your personal data. Please see the following link for an overview of these IGP companies with their contact details:

<https://www.igp-powder.com/en/contact>

3. How to reach us

If you have any questions or suggestions concerning this privacy statement, your personal data or data security at IGP, you can reach us as follows:

IGP Pulvertechnik AG
Ringstrasse 30
CH-9500 Wil
Phone: +41 (0)71 929 81 11
Fax: +41 (0)71 929 81 81
E-mail: [privacy\[at\]igp-powder.com](mailto:privacy[at]igp-powder.com)

4. Source

We have received your personal data either from you yourself, your company or your colleagues and/or corporate bodies, from public sources such as your website, a phone directory etc., or from third parties that are authorised to send data to us.

5. Categories of personal data

As part of our business relationship with you, we save or process some of your personal data. As a rule, these are contact data such as title, name, academic title, function within the company, phone number, mobile phone number, fax, email address, communication language

and your business address. We also record bank information as well as tax-relevant data from our business partners. We can also save additional information sent to us independently by someone from your organisation.

6. Purpose and legal basis

If you are our customer, we generally only need your contact data or the contact data of individual contact partners within your organisation in order to ensure a smooth-running business relationship. We need the personal data we collect from you to be able to contact you in the process of our current or future business relationship. If necessary, we may require your personal data to ensure we comply with statutory provisions.

If you are our supplier, we record the data of our contact partners within your organisation. We also record bank data in order to make payments to you, as well as tax-relevant data. We only need the personal data that we collect from you to ensure a smooth-running business relationship. If necessary, we may require your personal data to ensure we comply with statutory provisions.

The legal foundation on which data processing is based is Art. 31 (2) revDSG, Art. 6 Para. 1 letter b GDPR in order to fulfil an existing contract with you or to carry out pre-contractual measures in response to your enquiries, or according to Art. 31 (2) revDSG, Art. 6 Para. 1 letter c GDPR in order to meet a legal obligation.

We also process personal data to safeguard our own legitimate interests according to Art. 31 (2) revDSG, Art. 6 Para. 1 letter f GDPR. Our legitimate interests comprise in particular the care and maintenance of our business relationships, the establishment of new business relationships as well as all measures to safeguard our business premises and plant security and to protect our IT infrastructure.

7. Data recipients

- **Statutory obligation to transfer information**

Certain statutory obligations, such as for example tax laws, require us to transfer your personal data e.g. to tax authorities.

- **Transfer to fulfil contractual obligations**

In order to fulfil our contractual obligations towards you, for example settling invoices by bank transfer, the relevant data in each case will for example be sent to responsible departments within IGP or to banks and possibly to subcontractors.

- **Transfer to service companies**

We work together with external service providers such as tax consultants, solicitors and software providers. All the data-protection-relevant provisions have been secured in contracts with our service providers.

8. Storage period

All stored personal data are deleted as soon as they are no longer needed for the purposes for which they were collected, unless we are obliged under statutory regulations to keep them. If statutory regulations oblige us to keep them, the stored personal data will be deleted once the statutorily prescribed periods for storage have expired.

9. Your rights

Under the statutory data protection provisions, you have the right of access to your data , rectification of your data , erasure of your data (“right to be forgotten”), restriction of data processing , data portability , the right to object and the right to withdraw your consent.

According to current law, you may have some or all of these rights in connection with your personal data. You can exercise these rights by sending your request to the following address: [privacy\[at\]igp-powder.com](mailto:privacy[at]igp-powder.com)

You have the right to lodge a complaint with the relevant supervisory authority, in particular with the data protection authority responsible for your place of residence or the supervisory authority responsible for IGP Pulvertechnik AG, namely:

For Switzerland:

Fachstelle für Datenschutz
Kanton St. Gallen
Regierungsgebäude
9001 St. Gallen
Phone: +41 58 229 14 14
www.datenschutz.sg.ch

10. Changes to our data protection regulations

We reserve the right to adjust this privacy statement so that it always complies with current legal requirements. On your next visit to our website, the new privacy statement will then apply.

11. Ask our Data Protection Officer

If you have any questions on these rights with respect to the processing of your personal data, you can contact our Data Protection Officer ([privacy\[at\]igp-powder.com](mailto:privacy[at]igp-powder.com)), who is also responsible for handling requests for information, suggestions or complaints. On request, IGP will notify you in writing as soon as possible according to applicable law whether we have stored any of your personal data and if so, what data. Should we have stored any erroneous information in spite of our efforts to ensure accurate, up-to-date records, we will naturally rectify this at your request.