

1. Scope

This privacy policy tells you what to expect when CI Tech Components AG collects personal information. It applies to personal information we collect about visitors to our website or download-portal and about recipients of our newsletter.

2. Information collected

2.1 Collected data

When someone visits our website or download-portal or receives our newsletter, we collect certain personal data of the user, in particular:

Download Portal

- Company, name, e-mail, no. of downloads, first login (date and time, last login (date and time)
- Products and services your company uses including currencies for which the products are used;
- Services/products viewed or searched in the download-portal and entered search terms;
- IP address, operating system, browser type, browser version, browser configuration and other relevant information regarding computer and connection; and
- Consent(s) granted (if any).

Newsletter

- Name, title, gender, company, country;
- Personal contact details (e-mail);
- Log-in information;
- Software and document downloads;
- IP address, operating system, browser type, browser version, browser configuration and other relevant information regarding computer and connection; and
- Consent(s) granted (if any).

Cookies

- IP address
- Consent(s) granted (if any).

2.2 Purpose of the Data Processing

We process the data mentioned above for a variety of purposes and based on one or more legal justification as set out below:

- Administer, operate, maintain and improve the download-portal (justification: performance of our contractual obligations, and exercise of our legitimate interests);
- Process contact and support inquiries (justification: performance of our contractual obligations, and exercise of our legitimate interests);
- Invoicing and collection (justification: performance of our contractual obligations, and exercise of our legitimate interests);
- Process your downloads from the download-portal (justification: performance of our contractual obligations);
- Support the improvement and personalization of the download-portal, our products and services (justification: it is in our legitimate interest to monitor the download portal in order to enhance our products and services (including your use of same). This is important for us to meet our user's needs);
- Communicate with you about specific issues (e. g. sending reminders, technical messages, updates, security alerts, support and administrative messages, or service bulletins) (justification: performance of our contractual obligations, and exercise of our legitimate interests);
- Marketing communications (justification: consent)

- Comply with legal obligations, to prevent illegal use of the download-portal, to resolve disputes and to enforce our contractual agreements: (justification: it is in our legitimate interest to take reasonable measures to comply with our legal obligations);
- Find out things such as the number of visitors to the various parts of the site and downloads of the software and documents provided. Specific information on the cookies we use is provided below (justification: it is in our legitimate interests to monitor the download portal in order to enhance our products and services (including your use of same). This is important for us to meet our user's needs).

2.3 Information you give us

We also collect information you give us by corresponding with us by phone, e-mail, technical Customer Support or otherwise and when you report a problem with this download-portal. The information you give us may include the same information as described in paragraph 2.1. We will use this information for the purposes (and on the basis of the justification) as described in paragraph 2.2.

3. Storage of information

All information you provide to CI Tech Components AG is stored on servers for as long as they are reasonably required by CI Tech Components AG for the purposes described in paragraph 2.2, to the extent permitted by applicable laws. Where we no longer have a legitimate business purpose for your personal information (or where you request that we delete your information, except where we need to retain it in order to comply with a legal obligation) we will remove such information from our systems or anonymise it so that you can no longer be identified.

Your account is protected through an HTTPS encryption protocol to secure your privacy and the integrity of exchanged data.

The recipients of your personal data may be located in another country. This may include countries where applicable privacy laws provide less protection than in your home country and you acknowledge that your information may be accessible to foreign governments, courts, law enforcement and regulatory agencies. For example, if you are a resident of Switzerland or the EEA the data that we collect from you may be transferred to, and stored at, a destination outside the EEA or Switzerland. It may also be processed by staff operating outside the EEA or Switzerland who work for us or our affiliates or for one of our third party suppliers. CI Tech Components AG will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice and applicable laws. In such case, CI Tech Components AG will only disclose personal data at a destination outside the EEA or Switzerland if legislation guarantees adequate protection or if sufficient safeguards, in particular contractual clauses are put in place with the third party to ensure an adequate level of protection.

4. Transfer of personal data

CI Tech Components AG may share personal data with our internet agency domiciled at Aarestrasse 32, 3601 Thun, Switzerland.

In addition, the personal data may be shared with business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, and credit reference agencies) or in the following circumstances:

- where it is appropriate to disclose it for regulatory or legal compliance purposes; and
- to prevent illegal use of the download-portal and to protect the security of our download-

portal, to resolve disputes, to enforce our contractual agreements and to protect our intellectual property; and

- in the event that CI Tech Components AG sells or buys any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets; and
- if CI Tech Components AG or substantially all of its assets are acquired by a third party, in which case personal data held by it about its users will be one of the transferred assets.

The disclosure of personal data under the aforementioned circumstances will be limited to the minimum necessary to achieve the purpose.

5. Links to other websites

This privacy policy does not cover the links within this download-portal linking to other websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. We encourage you to read the privacy statements on the other websites you visit.

6. Your rights (Swiss and EEA residents only)

If you are a resident of Switzerland or of the EEA, you have the following rights:

- **Access.** You have the right to request a copy of the personal information we are processing about you, which we will provide back to you in electronic form. Please note that we may apply a reasonable administrative charge for providing access to your information in certain circumstances. We will advise you of the charge and obtain your approval before providing you with access to your personal data.
- **Rectification.** You have the right to have incomplete or inaccurate personal information that we process about you rectified. Note that you can always make certain adjustments to certain personal information directly through your online account.
- **Deletion.** You have the right to request that we delete personal information that we process about you, except we are not obligated to do so if we need to retain such data in order to comply with a legal obligation or to establish, exercise or defend legal claims.
- **Restriction.** You have the right to restrict our processing of your personal information where you believe such data to be inaccurate, our processing is unlawful or we no longer need to process such data for a particular purpose, except where we are not able to delete the data due to a legal or other obligation.
- **Portability.** You have the right to obtain personal information that we hold about you, in a structured, electronic format, and, where technically feasible, to transmit such data to another data controller, where this is (a) personal information which you have provided to us, and (b) if we are processing that data on the basis of your consent (such as for direct marketing communications) or to perform a contract with you).
- **Objection.** Where the legal justification for our processing of your personal information is our legitimate interest, you have the right to object to such processing on grounds relating to your particular situation. We will abide by your request unless we have compelling legitimate grounds for the processing which override your interests and rights, or if we need to continue to process the data for the establishment, exercise or defence of a legal claim.
- **Withdrawing Consent.** If you have consented to our processing of your personal information, you have the right to withdraw your consent at any time, free of charge. This includes cases where you wish to opt out from marketing messages that you receive from us. In such

circumstances, please contact us to change your preferences. Alternatively, if you have consented to receiving promotional emails from us and would like to opt out, please follow the unsubscribe instructions in each email. If you opt out of receiving promotional correspondence from us, we may still contact you in connection with your account, relationship, activities, transactions and communications with us.

You can make any of these requests in relation to your personal information by sending the request by mail to CI Tech Components AG, attention Managing Director, or by e-mail at support@citech.com.

You also have the right to lodge a complaint with the local data protection authority if you believe that we have not complied with applicable data protection laws. If you are based, or the issue you would like to complain about took place elsewhere in the EEA, please click [here](#) for a list of local data protection authorities in the countries within the EEA in which CI Tech operates.

7. Security

We have implemented (and will procure that any of our processors implement) appropriate technical and organisational security measures in an effort to safeguard your personal information.

8. Contact

For the purposes of Swiss and EU data protection law, the data controller is CI Tech Components AG, Oberburgstrasse 10, CH-3400 Burgdorf, Switzerland.

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@citech.com. You may also contact CI Tech Components AG under support@citech.com should you wish to request that your personal data is no longer processed by CI Tech Components AG, or any other third parties to whom it may have transferred your data.

9. Use of cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

The table below explains the cookies that we use and for which purposes we use such cookies.

Cookie	Name	Purpose	More information
Google Analytics	_utma _utmb _utmc _utmz	These cookies are used to collect information about how visitors use our site, which we use to help improve it. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.	Please visit: https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage

Google DoubleClick	<p>DoubleClick uses cookies to improve advertising. Some common applications are to target advertising based on what's relevant to a user, to improve reporting on campaign performance, and to avoid showing ads the user has already seen.</p> <p>Cookies themselves contain no personally identifiable information. Depending on the publisher's and user's settings, information associated with cookies used in advertising may be added to the user's Google Account.</p>	Please visit: https://support.google.com/admanager/answer/2839090?hl=en
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To opt out of being tracked by Google Analytics across all websites visit
<http://tools.google.com/dlpage/gaoptout>

To opt out of being tracked by Google DoubleClick across all websites visit
<https://support.google.com/ads/answer/7395996?hl=en>

Burgdorf, Switzerland
 March 2021

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