

PRIVACY POLICY

1. INTRODUCTION

Des Gouttes & Associés values your privacy. This Privacy Policy demonstrates our commitment to ensure your privacy and the confidentiality of your personal data ("Personal Data") when you retain us for professional services and/or use our website or communicate with us.

When engaging us for professional services, accessing our website and/or communicating with us via the contact form on our website, email or other channels, you consent to this Privacy Policy. In case you should not agree to any part of this Privacy Policy, you must inform us and discontinue using our professional services and/or website and other content. We shall then not be in a position to provide any further legal or related services to you.

2. PERSONAL DATA WE PROCESS

We process the Personal Data you provide us with when using our professional services or communicating with us (such as name, email and postal address, phone number, language preference, job title, business affiliations, and content of the communication). The Personal Data may relate to you as well as to, e.g., your employees, agents, family members, opposing parties and third parties. You are responsible towards the relevant persons whose Personal Data you have provided us with that they have been properly informed of the processing of their Personal Data by Des Gouttes & Associés and have consented to such processing whenever such consent is required.

In some instances, the Personal Data will be supplemented by information retrieved from public sources, such as online media or employer websites, for the purpose of confirming your current professional position or obtaining further information to enable us to effectively communicate with you.

3. PURPOSES FOR PROCESSING YOUR PERSONAL DATA

We use Personal Data for the purposes of providing our professional services and managing our relationship with you (e.g. for any purpose for which you have provided the Personal Data, providing legal advice or other services to you, reviewing and drafting agreements, complying with our legal obligations, risk managements of Des Gouttes & Associés, the use of our website), as well as communicating with you, including to send you newsletters and invitations to events, training programs or lectures, to maintain our list of contacts and/or to provide you with other information you may request from us. Personal Data will only be used by us and our technology suppliers (who are obliged to protect your Personal Data to the same extent as we are). We do not sell or otherwise transfer your Personal Data to third parties except with your prior consent or as we are required under applicable law or regulation. We

do not subject you to profiling or automated decision-making. Personal Data relating to communications will be saved for as long as you are a business contact to us, subject to any applicable legal or regulatory retention obligations.

If you apply for a position within Des Gouttes & Associés, we manage your Personal Data for the purpose of examining your application, conducting the application procedure and, if necessary, preparing and concluding an employment agreement.

4. COOKIES

Cookies are small text files that are downloaded to your device by visiting the Des Gouttes & Associés website or opening our marketing related emails (such as newsflashes or invitations to events or webinars). Cookies (including third party cookies such as tracking technologies provided by Google Analytics) are in particular used to improve the website or for general marketing purposes by providing information on interaction of unique browser-device pairs with the website (such as number of sessions and time spent); statistical information on interaction with the website (including referrals thereto, popularity of certain content, accessing users' categories, markets, regions, languages, demographics, browser and device types and similar information); or statistical information on interaction with our marketing emails (such as if they have been opened or forwarded or links have been clicked on).

Third-party service providers such as Google may track your use of our website, combine this information with information from other websites you have visited (and which they also track) and use such combined information for their own purposes. If you have registered with the respective service providers, they may be able to identify you. In these instances, their processing of your Personal Data will be governed by their privacy policies.

You may change your browser settings to delete and block cookies. By continuing to use the Des Gouttes & Associés website without changing your settings (or using the add-on, as applicable) you consent to our and our third-party service providers' use of cookies.

5. OUR BASIS FOR PROCESSING YOUR PERSONAL DATA

When processing Personal Data for the purposes described herein, we rely on your consent to this Privacy Policy, our legitimate interests in communicating with you, as a business contact, about our operations and our events and/or our performance of any contract or another ground for lawful processing of your Personal Data under the applicable laws and regulations.

6. PROTECTING YOUR PERSONAL DATA

We restrict the use and access to your Personal Data to those who have an absolute need-to-know to provide you with access to our website and/or communicate with you. We maintain appropriate technical and organizational measures to preserve the confidentiality and integrity of your Personal Data. We regularly review our security

policies and procedures to ensure our systems are secure and protected, and we ensure compliance with all applicable data protection and security laws.

When providing our professional services to you, Personal Data will be processed according to your instructions. In this context, Personal Data might be disclosed to, *inter alia*, third parties, experts, counterparties, governmental authorities and courts in Switzerland and abroad, including countries where the adequate protection of your Personal Data is not guaranteed.

Des Gouttes & Associés works with services providers (e.g. IT providers) located in Switzerland.

7. RETAINING OF PERSONAL DATA

We retain Personal Data for as long as is necessary to carry out the mandate and/or any other processes described herein, but in any event for the statutory retention or documentation period, or for as long as there is an overriding private or public interest.

8. YOUR CHOICES AND RIGHTS

We welcome your inquiries and comments. You have the right to be informed by us on any processing of your Personal Data to verify the lawfulness of processing. If you are affected by incorrect or incomplete Personal Data, you may request rectification or completion of any relevant data. To the extent allowed by applicable law, you may request the deletion of your Personal Data or a temporary restriction of processing in certain instances and you may also object to the processing of your Personal Data, in which case we may however not be in a position to provide any related services.

9. CONTACTS

If you have any questions or are dissatisfied with any aspect of our processing of your Personal Data, please feel free to contact us at desgouttes@desgouttes.ch.

10. UPDATES TO THIS PRIVACY POLICY

We reserve the right to amend this Privacy Policy from time to time to reflect changing legal requirements and/or our processing practices. Any amendment will be included in a new version of this Privacy Policy without informing you. The new version of this Privacy Policy will be effective upon posting on our website.

Last update: 14 November 2024