

# Data Protection Declaration

## 1. Who is responsible for processing your data?

**Xerox AG**, CH-8152 Glattbrugg, Switzerland ("Xerox") is responsible for the data processing described in this privacy policy, unless otherwise stated, for example, in other privacy policies, on forms or in contracts.

Xerox is a subsidiary of Xerox Holdings Corporation, Norwalk, Connecticut, USA (the "Xerox Corporation"). This Privacy Statement supplements and takes precedence over any statement published by Xerox Corporation (<https://www.xerox.com/de-ch/uber-uns/privacy-policy> or <https://www.xerox.com/fr-ch/qui-sommes-nous/privacy-policy>).

## 2. Purpose and legal basis of processing

Why do we process personal data? We process personal data for different purposes. These purposes can be grouped into different categories. Specifically, we may process all or part of your personal data for one or more of the following purposes:

Processing purposes in connection with our goods and services: Requests for quotations, preparation of purchase/rental/service and maintenance contracts, delivery of goods and performance of services, provision of maintenance services, financing and leasing services, invoicing and settlement of payments.

Processing purposes in connection with communication, provision, administration and implementation of customer or business communication by post and via electronic means of communication (telephone, fax, e-mail, SMS, MMS) as well as any social media channels (Facebook, LinkedIn, Google+, Whatsapp, Instagram) and online forms of Xerox AG, as well as the group companies associated with Xerox.

Processing purposes in connection with special activities and events: Xerox's own customer events, events organised by Xerox affiliates.

Processing purposes in connection with the analysis of customer behaviour: This takes place through individualised and person-related, but also group-related anonymous evaluation of the historical and current data stock.

Processing purposes in connection with direct marketing: sending individualised and personalised offers by post or via electronic channels.

Your data will be processed on the basis of the Federal Data Protection Act (FADP) in conjunction with the other applicable laws of Swiss law, which may be applied differently from case to case, as well as the applicable data protection provisions of other countries (e.g. GDPR). These are essentially: the Swiss Code of Obligations (OR) for purchase/rental/maintenance/financing and service contracts and orders, the Money Laundering Act (GwG) and general statutory duties of care. Personal data transmitted to us by third parties (e.g. from Xerox group companies) is processed by us. We are also authorised, or in the case of leasing and financing contracts obliged, to carry out creditworthiness checks.

## 3. Recipients or categories of recipients

### Third parties

We may disclose personal data to third parties for the purposes set out in this privacy policy. Namely: Xerox Group companies and their external partners (purchase/rental/maintenance/financing and service contracts, audits, technical campaigns, market research, marketing and contract processing purposes), leasing and financing companies (applications, offers, contracts), insurance companies (applications, offers, contracts, support with claims processing).

### Our service providers

We may also share personal information with third parties outside the Xerox Group companies, leasing and finance companies, and maintenance and service companies for technical or organisational services that we need to fulfil the above purposes. Our service providers are obliged to process the data exclusively on our behalf and in accordance with our instructions, guaranteeing the agreed level of data security and applying the provisions of the FADP. E.g. partners in the area of providing maintenance services, logistics, installation, data storage, IT support.

We may also disclose personal data if required to comply with applicable laws and regulations, in legal proceedings, at the request of the competent courts or authorities.

## 4. 4 Duration and storage of personal data

We will retain your personal data for as long as is necessary to comply with applicable laws or for processing purposes. In any case, we delete your personal data after the legally prescribed maximum retention period has expired.

## 5. How we protect your personal data

We have technical and organisational measures in place to maintain the security of your personal data and to protect it against unauthorised or unlawful processing and/or against accidental loss, alteration, disclosure or access. The transmission of information via the Internet or other electronic means may involve certain security risks. We cannot guarantee the security of information transmitted in this way.

## 6. Data subject rights

You can exercise your data protection rights at any time. You have a right to information about your stored personal data, a right of rectification (to correct or supplement data), or to demand the deletion of personal data. The (partial) deletion will be complied with insofar as this is legally permissible. The owner of the data collection or the person responsible is Xerox AG, with its registered office in Glattbrugg (CH).

You can contact us regarding the data subject rights at [che.dataprotection@xerox.com](mailto:che.dataprotection@xerox.com) (also Xerox AG, Dataprotection, Sägereistrasse 29, CH-8152 Glattbrugg). We will endeavour to respond to your concerns promptly.

## 7. Homepage

Xerox appreciates your visit to the Xerox website (<https://www.xerox.com/de-ch> or <https://www.xerox.com/fr-ch> or <https://www.xerox.com>) and your interest in Xerox products and services.

The use of cookies, web analysis tools, web beacons, as well as the link to non-Xerox sites and the description of how Xerox uses interest-based advertising are set out in the Xerox Corporation Privacy Statement (<https://www.xerox.com/de-ch/uber-uns/privacy-policy> in German or <https://www.xerox.com/fr-ch/qui-sommes-nous/privacy-policy> in French) in the national languages of Switzerland. You will also find further information there regarding the video links used, the communication preferences and your option to deactivate interest-based advertising.

## 8. Can this data protection declaration be changed?

This Privacy Policy is not part of any contract with you. We may amend this Privacy Policy at any time. The version published on this website is the current version.

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