

Privacy policy

Data collected from visitors to this website, from the use of a SwissSign CC log-in ("Log-In") as well as in the use of SwissSign services offered over the Internet ("online services"), is processed by the SwissSign AG ("SwissSign", "we" or "us") in its capacity as Provider of this website as well as a service provider. Further details about SwissSign AG, is available from the "About SwissSign" section at www.swissign.com.

Your personal data protection is of great importance to us. We therefore, as a matter of routine, handle your personal data responsibly and in compliance with the applicable statutory data protection provisions. This Privacy Policy contains information for you about our data processing methods. We explain what data will be processed by us whenever you access this website.

1 Who is the owner of the data collected?

The owner of the data collected is SwissSign AG, Sägereistrasse 25, 8152 Glattbrugg, Switzerland.

2 What data do we collect?

2.1 General

In principle, our website can be used without disclosing any personal data. As is common practice with many websites, certain data like IP addresses and other usage information, is collected automatically and then analysed and processed anonymously by our web analysis software. By using our website you consent to the collection, use and disclosure of this data in accordance with the terms of this Privacy Policy.

2.2 Automatic records

Our web servers automatically record every page visit in a temporary log file. User-specific data (such as the IP address of the requesting computer, identification data of the browser used, the operating system of the requesting computer, the amount of data transferred, the name of the Internet Service Provider, the date and time of access) and technical data (such as the name and URL of the accessed file, the URL of the refer-ring web page when the website was accessed via a link and, additionally, the search term if it was accessed via a search engine) are logged and analysed anonymously. First and foremost, this data is needed to enable the use of our content (connection set-up), and is also used for system-related purposes, such as technical administration and system security.

We do not use your data for any other purposes, unless you have given your express consent to additional further data processing when using certain services.

2.3 Other data processing

In order to use some of our online services, you must first register at Log-In with some personal data. The use of these other services occurs in accordance with a contractual agreement and the associated subscriber conditions or terms and conditions (GTC). In addition, we only process personal data when you decide to send it to us; for example, by filling out an online form or when you send us a message via the contact page.

In these cases, we will only ask you to provide the personal data which we need in order to perform the services we provide. The information you provide us with will be recorded in our IT systems.

3 Our use of your data

Collecting data helps us develop and improve our website as well as our services. We will use the data we collect about you for the following purposes:

3.1 to enable your use of the website (establishing a connection);

3.2 for internal, system-related purposes, such as technical administration and system security;

3.3 for statistical purposes in order to enable us to tailor the website more closely to your needs through the anonymous evaluation of general user behaviour (see 4.3 below);

3.4 to provide log-ins, as well as online services and their contractually-compliant processing.

4 Cookie policy

4.1 What is a cookie?

A cookie is a small text file containing data for technical session control and, in particular, the identification of your browser for the duration of your visit to the website. Cookies also allow us to tailor the website to your interests and to improve the functionality of websites.

4.2 How do we use cookies?

Our web server places so-called cookies in the memory of your browser. These cookies allow us an anonymous evaluation of general user behaviour, based on the number of visitors, for the purpose of optimizing our website.

You can, of course, also view our website without cookies. However, most browsers accept cookies by de-fault. You can prevent the saving of each cookie, or receive a warning from your browser before a cookie is saved, by changing your browser settings. Further information about these functions can be found in the help menu of your browser. However, it may be that your use of some of our website functions, websites or parts thereof will be restricted or blocked if you exclude the use of cookies.

4.3 Web analytics services

We use different web analytics services, such as Google Analytics, a network analysis service provided by Google Inc. The web analytics services use cookies (see FIG. 4.1), which evaluate the use of websites in order to obtain information and improve our services and in order to provide a statistical evaluation of our visitor traffic. It is not possible to trace the identity of individuals during these operations. The infor-

mation generated in this way can be transmitted to a server abroad and stored there. You can prevent cookies from being stored by selecting the appropriate settings on your browser (see section 4.2). Your permissions for data collection and storage can be revoked at any time with effect for the future. For more information, see the Privacy Statement at [Google Analytics](#).

5 Will we share your data with anyone else?

The personal data processed is not transferred to third parties or otherwise transmitted without your express consent. This excludes data passed on to other companies within the Swiss Post Group, however.

We will keep your information for no longer than necessary and it will remain confidential. This excludes the transmission of personal data to governmental institutions and authorities as well as to private persons with a right thereto based on statutory regulations, court orders or regulatory decisions, as well as its transfer to governmental institutions for the purposes of taking legal action or prosecution should our legally protected rights be attacked.

6 Your rights

6.1 Right to access and information

For any questions regarding the processing of your data, please contact us at the following address: SwissSign AG, Sägereistrasse 25, 8152 Glattbrugg, Switzerland; info@swissign.com.

If you would like to contact us via e-mail, please note that e-mails are not encrypted and are thus exposed to the security risks typical for this communication type.

6.2 Rectification, blocking and deletion / Withdrawal of consent

If you would like any data to be corrected, blocked or deleted, please apply in writing together with a copy of your passport or ID to the following address: SwissSign AG, Sägereistrasse 25, 8152 Glattbrugg, Switzerland or info@swissign.com. If its deletion is prevented for statutory or contractual reasons or by commercial or tax law, in particular by statutory retention periods, the data will be blocked instead of erased.

7 How secure is your data?

The data we collect and save are treated confidentially and, using appropriate technical and organizational precautions, protected from loss or manipulation as well as from unauthorized access by third parties.

Login information exchanged between your computer and us is encrypted. We cannot accept responsibility for any unauthorized access or loss or personal information that is beyond our control.

Our website may contain links to other websites which are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policy, which may differ from ours.

8 Changes to privacy policy

Changes to this Privacy Policy may be required from time to time, for example due to the ongoing development of our website or as a result of changes in legislation. SwissSign therefore reserves the right at any time to change the Privacy Policy, with effect from a future date. Accordingly, we recommend that you re-read this Privacy Policy on a regular basis. This Privacy Policy was last updated on: 10 July 2015.