



# ZÜST & BACHMEIER SA

## TRASPORTI INTERNAZIONALI

CH - 6830 CHIASSO, Via Motta 6  
Casella Postale 1037  
MWST/IVA Nr. 307 687  
CHE - 101.275.764

Tel. 0041 91.6951800  
Fax 0041 91.6824377  
info@zust-bachmeier.com  
[www.zust-bachmeier.com](http://www.zust-bachmeier.com)



Indirizzo per corrispondenza  
dall'Italia:  
22100 Ponte Chiasso (Como)  
Casella Postale 1005

### Information notice on the processing of personal data customer and supplier

In accordance with the provisions of the Federal Act on Data Protection ([FADP](#)) we hereby provide you with the necessary information regarding the processing of personal data collected for the management of the contractual relationship with the client (hereinafter also referred to as "you"). This notice is provided pursuant to the FADP.



#### 1. DEFINITIONS

The personal data provided by you, or otherwise collected in compliance with applicable legal and contractual provisions, related to, connected with and/or instrumental to the relationship in place with you, will be subject to processing in accordance with the provisions of the FADP and the confidentiality obligations therein. In particular:

**Personal data:** all information relating to an identified or identifiable natural person. Examples include, but are not limited to: identification data contained in ID documents, address, residence, and contact details such as email and phone number.

#### Sensitive personal data (Data worthy of special protection):

- religious, philosophical, political, or trade union-related opinions or activities;
- health, intimate sphere, or racial affiliation;
- social assistance measures;
- administrative or criminal proceedings and sanctions.

The Data Controller may also come into possession of data worthy of special protection, such as:

- data relating to criminal convictions and offences: including information regarding administrative or criminal proceedings and sanctions, particularly extracts from criminal records.

**Data Subject:** the private individual whose personal data is being processed. In this specific case, the client to whom the personal data refers.

**Processing:** any operation performed on data, regardless of the means and procedures used, including collection, storage, use, modification, communication, archiving, or destruction of data.

**Communication:** the act of making data accessible, e.g., authorizing consultation, transmission, or dissemination.



#### 2. IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLER

The company determining the purposes and means of the processing of personal data, in accordance with the FADP, is: **Züst & Bachmeier SA**, a company governed by Swiss law, headquartered in Chiasso, Via G. Motta 6 – CHE-101.275.764, Switzerland (hereinafter also referred to as the "Data Controller" or the "Company").

Contact email of the Data Controller: [info@zust-bachmeier.com](mailto:info@zust-bachmeier.com)

#### 3. PURPOSES OF DATA PROCESSING / DATA RETENTION



PURPOSES OF PROCESSING	DATA RETENTION PERIOD
<b>a) Management of the contractual relationship and related administrative and accounting activities.</b> Data is processed for the purpose of concluding and performing the contract, and all related administrative/accounting activities. In particular:	For the entire duration of the contractual relationship and for 10 years after its termination. Documents related to customs and transportation procedures are deleted after 5 years..



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- management of the rental agreement;  
- deposit of services;  
- banking relationship;  
- invoice issuance and billing inventory management;  
- payment methods and terms management;  
- issuance of numbered cards and goods handling (list of stored goods);  
- management of customs export and import declarations;  
- inventory management for customs.

**b) Debt collection (judicial and extrajudicial), management of potential legal disputes.**

After the end of the contractual relationship, data will be retained for 10 years. Documents related to customs and transportation procedures are deleted after 5 years. In the event of a dispute, data will be retained until the conclusion of the case.



#### 4. WHO WILL THE COLLECTED PERSONAL DATA BE COMMUNICATED TO?

The personal data provided may be communicated to recipients who will process the data either as data processors or as independent data controllers, for the purposes listed above. Specifically, the data may be communicated to:

entities providing IT system management services used by the Company and telecommunication networks (including email), external IT service providers;  
employees or collaborators of the Company performing functions under its instructions, such as administration and accounting;  
firms or companies providing assistance and consultancy services;  
insurance companies;  
employees/collaborators authorized in writing to view images (live and/or recorded);  
competent authorities in compliance with legal obligations and/or public authority orders, upon request (e.g., customs offices).



#### 5. TRANSFER OF DATA ABROAD

**Züst & Bachmeier SA** informs the client that, when necessary for the performance of the contract, data may be transmitted to foreign authorities for the management of customs flows and goods.

Pursuant to Article 17 para. 1(b) of the FADP, data is transferred abroad when the communication is directly related to the execution of a contract between **Züst & Bachmeier SA** (the Data Controller) and the data subject (i.e., the client).

The Data Controller uses services and systems located within the territory of the Swiss Confederation and tools hosted on European cloud services. The Swiss Federal Council recognizes the security of data transfers to the EEA (European Economic Area).

#### 6. EXERCISING YOUR RIGHTS



Under the conditions set forth by the FADP, the Data Controller recognizes the following rights (non-exhaustive list):

- to obtain the rectification of inaccurate or outdated personal data;
- to be informed in writing and free of charge whether personal data concerning you is being processed;



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- to prevent the disclosure to third parties of sensitive personal data;
- to express your opinion on an automated individual decision or request that such decision be reviewed by a human being;
- to obtain a copy of your personal data or request its transfer to a third party;
- to request that data processing be blocked, that its communication to third parties be prevented, or that personal data be rectified or deleted;
- to request the prohibition of specific data processing activities or communications to third parties, or the deletion/destruction of personal data;
- if the accuracy or inaccuracy of the data cannot be proven, to request that a note indicating the contested nature of the data be added;
- to request that the rectification, deletion, blocking (notably of communication to third parties), note of contestation, or court decision be communicated to third parties or made public;
- to establish the unlawfulness of personal data processing.

You may exercise your rights as set out in the FADP by contacting the Data Controller at: info@zust-bachmeier.com



### 7. FURTHER INFORMATION: CHANGES | ENTRY INTO FORCE

The Data Controller reserves the right to modify, update, add or remove parts of this privacy notice at its own discretion and at any time. To facilitate this, the notice will include the date of the last update.

**Last update: February 26, 2024**

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