

# PRIVACY POLICY

This privacy policy provides you with all information that are useful for understanding how we collect and use your data and informs you on your rights, in accordance with the laws and regulations in force concerning data protection.

Please read our privacy policy carefully as it applies each time you access the web site, decide to navigate through it and use its services.

## 1. Data Controller

The Data Controller is DIAMOND SA which is headquartered in Via dei Patrizi 5, CH-6616 Losone.

For any further information on the processing of personal data or to exercise your rights, you can contact us

- ▶ by sending a written request to: *DIAMOND SA, Via dei Patrizi 5, CH-6616 Losone*
- ▶ by email at: *info@diamond-fo.com*
- ▶ by phone at: *+41 58 307 45 45*

## 2. Personal Data and Processing

A personal data is any information relating to an identified or identifiable natural person; an identifiable natural person can be identified, directly or indirectly, in particular by reference to an identifier such as, for example, a name, an identification number, location data or an online identifier.

By processing we mean any operation which is performed on personal data, whether or not by automated means, such as, for example, the collection, recording, organisation, structuring, storage, consultation, erasure or destruction.

## 3. Why we process your personal data and how we do that

Your personal data is processed using primarily electronic and telematic means by DIAMOND SA and by other parties who, having been appropriately selected for their reliability and expertise, perform technical operations for pursuing purposes that are strictly related to the use of the web site.

In general, the data is processed to perform the following services, which are available by accessing our site:

### **Browsing the website**

While browsing the website, we collect information about your IP address and other data that are used only for statistical and analytical purposes, to evaluate the functioning of our website and improve navigation quality and experience.

### **Extranet and Partner Login Area**

The personal data, email or username you provide in the Login Area, allow you to access your Reserved Area and to use other services.

Providing your personal data is voluntary, but any refusal to provide us such data will make it impossible to process your request.

### **Contact us – Chat or “Leave a Message” – Request quotation form**

The “contact us” form asks you to enter your first and last name, the email, the phone number and the message. The “contact us” form allows us to provide you the information you may request about our products and services. Providing your personal data is voluntary, but any refusal to provide us such data will make it impossible to process your request.

### **Newsletter**

Subscribing to our newsletter service can be done by entering your name and email address.

This service allows us to submit you personalised offers related to our products and services. If you no longer wish to receive our news and promotions, you can easily unsubscribe from this service via the “unsubscribe” link in each newsletter.

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## 4. Disclosure of your personal data and Third Parties

As part of our activities and for the purposes specified above, your personal data can be shared with Third Parties services appointed "Data Processor" who provide specific processing services (for example web hosting) on behalf of the Data Controller and according to his specific instructions.

The updated list of all Data Processors is available at DIAMOND SA headquarters; for further details, please contact us by phone or e-mail.

## 5. Legal basis of processing

Each processing of your personal data is justified by one of the following legal prerequisites:

- ▶ Pre-contractual/Contractual: Processing is necessary to execute a contract between the parties.
- ▶ Legal obligation: Processing is necessary to fulfil a legal obligation.
- ▶ Legitimate interest: Processing is necessary for the pursuit of the legitimate interest of the Data Controller, provided that the interests or fundamental rights and freedoms of the User, which require the protection of personal data, do not prevail.
- ▶ Consent: Processing is only possible if you have given consent for specific purposes. In this case, you may revoke your prior consent at any time by contacting the Data Controller as indicated in article 1.

## 6. Protecting children's privacy

Our website is not designed for use by anyone under the age of 18. DIAMOND SA do not verify the age of our users.

If you are younger than 18 years, please seek the permission of a parent or guardian before using our website.

## 7. Storing and Transmission of your personal data

Your personal data will not be stored or transferred to countries that do not provide adequate levels of personal protection.

Should it be necessary, in order to elaborate your request, to transfer personal data to one of these countries all the same, DIAMOND SA shall not do so prior to signing specific contracts between DIAMOND SA and said parties in accordance with the applicable law and regulations.

## 8. Retention of your personal data

We will retain your personal data only for as long as is necessary for the purposes set out in this privacy policy, in compliance with the storage limitation principle.

If processing is based on consent, your personal data may be stored for longer periods or until you withdraw your consent.

## 9. Rights of the data subject

You always have the right to obtain confirmation from Diamond SA as to whether or not personal data that concern you are processed, and, where that is the case, you have the following data protection rights:

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- ▶ to access your personal data and information about the purposes of the processing; the recipients to whom the personal data have been or will be disclosed; where possible, the envisaged period during which the personal data will be stored, or, if not possible, the criteria used to determine that period
- ▶ to object, at any time, to processing of personal data that concern you
- ▶ to obtain the rectification of inaccurate personal data that concern you
- ▶ to obtain the erasure of personal data that concern you if they are no longer necessary in relation to the purposes for which they were collected or otherwise processed, if you withdraw your consent on which the processing is based or if the personal data have been unlawfully processed
- ▶ to obtain restriction of processing, when available
- ▶ to receive the personal data that concern you and which you have provided to us, in a structured, commonly used and machine-readable format, and you have the right to transmit those data to another Data Controller without hindrance from us (only if provided for by applicable law)
- ▶ the right to file a complaint with a supervisory authority.

You may exercise your rights freely and at any time:

- ▶ using the contact details provided in the paragraph "Data Controller"
- ▶ contacting the *Federal Data Protection and Information Commissioner* ([www.edoeb.admin.ch](http://www.edoeb.admin.ch)).

## 10. Changes to the Privacy Policy

DIAMOND SA reserves the right to amend or simply update the content of this Privacy Policy, in part or in full, including as a result of changes in applicable legislation. Such changes will be binding as soon as they are published on the Site. If you continue to access or use the service after such publication, it is assumed that you have consented to these changes. Accordingly, the Data Controller invites you to visit this section regularly to acquaint yourself with the most recent and up-to-date version of the Privacy Policy so that you are always informed of the data collected and how it is used by the Data Controller.