## Protection of information and data

## **Protection of information**

The protection of confidential information is of vital importance. Trade and business secrets are treated with utmost diligence to prevent any unauthorised access, loss or misuse. All employees are required to handle information with care and to uphold internal company security policies.

## **Data protection**

Personal data are solely processed in compliance with the General Data Protection Regulation (GDPR) as well as other applicable data protection regulations. It is therefore ensured that the rights of each data subject are upheld, in particular their right to transparency, to rectify incorrect data, to erase data and to limit processing. Data are solely collected, stored and forwarded where permitted by law and required for business activities.

## Responsibility and awareness

All employees are responsible for handling confidential information with care. Regular training and awareness-raising activities are held to ensure our data protection and security policies are understood and consistently upheld in practice by all employees. As a result, information is kept confidential and personal data protected across the entire company.