

Privacy policy

ante treuhand ag collects and processes your personal data within the scope of its business activities. It does so in accordance with the provisions of the Swiss Data Protection Act (FADP), as well as the EU General Data Protection Regulation (GDPR), insofar and to the extent that the latter is applicable.

1. We process personal data (data which directly or indirectly identifies natural persons) that we receive from you or third parties as part of our client relationship. The same applies to the data which we collect ourselves. **ante treuhand ag**, Hauptstrasse 16, 3186 Düringen, is responsible for processing the personal data described above.
2. Some of the personal data is provided by you or the data subjects when you or they contact us by email or telephone. This may include the name, contact details and role of the person concerned within the company or the organisation for which you/the relevant contact person works, or on whose behalf you/they have contacted us. As part of our client relationship, we also process personal data, such as names, contact details, dates of birth, as well as employment-, income-, family-, confession- and health- related information, which we collect from correspondence sent to us by third parties (in particular from clients, opposing parties, the authorities, insurance companies, financial institutions and their employees, or other contacts). In addition, we ourselves collect certain types of personal data from sources such as public registers and websites.
3. We process the personal data mentioned under point 2 primarily for the purposes of providing, documenting and invoicing our accounting services.
4. We also process the contact details of clients, their employees and others for marketing purposes (using any means of communication such as email, post or telephone) to provide information about publications, events, news, services or products that may be of interest.
5. We do not disclose any personal information to third parties without the prior consent of the individual concerned, unless required for the processing of our mandate or for the purposes set out in this privacy policy. We therefore may be required to share personal data with the following parties: external service providers; clients; opposing parties; your legal representatives; business partners with whom we may need to coordinate the provision of accounting services; public authorities; insurance companies; and financial institutions.
6. We process personal data in our sphere of responsibility in Switzerland. However, we may also share this information with recipients (in particular clients, opposing parties and the public authorities) who will process this information in other countries. It is possible that some of these countries do not provide the same level of data protection as Swiss legislation. In such instances, we will only share these data if the client has given their prior consent, or if the transfer is based on standard contractual clauses, or if it is essential for the performance of a contract or the enforcement of legal claims.

7. We only store personal data for as long as they may be relevant for the client relationship, or to comply with the data retention and documentation periods required by law, or if there is an overriding private or public interest to do so. We take reasonable and appropriate precautions to protect personal data from loss, unauthorised modification or unlawful access by third parties. If you provide us with personal data via a third party, such as your employees or other contacts, it is your responsibility to fully inform them (for example in a privacy policy for employees) of the data processing conducted by legal service providers or other external service providers like **ante treuhand ag**.
8. We would like to point out that to perform our client relationship we use external IT service providers and cloud providers with servers in Switzerland. In such instances, we use certain IT services and means of communication which may be associated with data security risks, such as email and video conferencing. However, if you wish us to take particular data security measures, you need to send us a written request to this end.
9. We have a legitimate interest in the processing of the personal data for the purposes set out in this privacy policy. Some processing is also necessary to fulfil our contractual obligations towards you. The same applies to the legal obligations to which we are subject (e.g. data retention obligations).
10. In particular, data subjects have the right to obtain information on the personal data stored about them and an explanation on why they are processed. They also have the right to request the rectification or erasure of their data. In addition, data subjects have the right to restrict or object to the processing of their personal information, and seek redress from a competent supervisory authority. They also have the right to data release/transfer. Please note, however, that conditions and exceptions apply to these rights. To the extent permitted or required by law, we may refuse requests to exercise these rights. For legal reasons, we may or must retain, or otherwise continue to process personal data despite a request to delete this information or restrict its processing.
11. The client, their employees or other contact persons are not required to consent to this privacy policy. The purpose of this statement is solely to provide information on the nature, scope and purpose of the use of personal data by **ante treuhand ag**. **ante treuhand ag** reserves the right to unilaterally amend the content of this privacy policy at any time and without notice. The privacy policy which appears on our website always apply. We therefore recommend that you regularly consult the privacy policy page on our website.
12. If you have any questions or if you or your employees or other contact persons would like to exercise your or their data protection rights, please contact us at info@ante-treuhand.ch or at **ante treuhand ag**, Hauptstrasse 16, 3186 Düringen.

Website and contact form

I. Website usage

I.1 Cookies

We may use cookies. Cookies - our own cookies (first-party cookies) as well as cookies from third parties whose services we use (third-party cookies) - are data that are stored in the browser. Such stored data need not be limited to traditional cookies in text form.

Cookies can be stored in the browser temporarily as "session cookies" or for a certain period of time as so-called permanent cookies. "Session cookies" are automatically deleted when the browser is closed. Permanent cookies have a specific storage period. In particular, cookies enable us to recognize a browser the next time it visits our website and thus, for example, to measure the reach of our website. However, permanent cookies can also be used for online marketing, for example.

Cookies can be completely or partially deactivated and deleted at any time in the browser settings. Without cookies, our website may no longer be fully available. We actively request - at least if and to the extent necessary - the express consent to the use of cookies.

I.2 Server logfiles

We may collect the following information for each access to our website, provided that this information is transmitted by your browser to our server infrastructure or can be determined by our web server: Date and time including time zone, Internet Protocol (IP) address, access status (HTTP status code), operating system including user interface and version, browser including language and version, individual sub-page of our website accessed including amount of data transferred, website last accessed in the same browser window (referrer or referrer).

We store such information, which may also constitute personal data, in server log files. The information is necessary to provide our website permanently, user-friendly and reliable and to ensure data security and thus in particular the protection of personal data - also by third parties or with the help of third parties.

II. Third party services

We use services of specialized third parties to perform our activities and operations in a durable, user-friendly, secure and reliable manner. With such services, we can, among other things, embed functions and content in our website. In the case of such embedding, the services used record the Internet Protocol (IP) addresses of the users at least temporarily for technically compelling reasons.

For necessary security-related, statistical and technical purposes, third parties whose services we use may process data in connection with our activities and operations in aggregated, anonymized or pseudonymized form. This is, for example, performance or usage data in order to be able to offer the respective service.

In particular, we use:

Google services: Provider: Google LLC (USA) / Google Ireland Limited (Ireland) for users in the European Economic Area (EEA) and Switzerland; General information on data protection: "[Privacy and Security Principles](#)", "[Privacy Policy](#)", "[Google is committed to complying with applicable data protection laws](#)", "[Privacy Policy Guide in Google Products](#)", "[How we use data from websites or apps on or in which our services are used](#)" (information provided by Google), "[Types of cookies and other technologies used by Google](#)", "[Personalized advertising](#)" (activation / deactivation / settings).

II.1 Digital infrastructure

We use services from specialized third parties to make use of required digital infrastructure in connection with our activities and operations. These include, for example, hosting and storage services from selected providers.

II.2 Map data

We use third party services to embed maps into our website.

In particular, we use:

Google Maps including **Google Maps Platform:** mapping service; provider: Google; Google Maps-specific information: "[How Google uses location information](#)".

III. Extensions for the website

We use extensions for our website in order to be able to use additional functions.

In particular, we use:

Google reCAPTCHA: Spam protection (differentiation between wanted comments from humans and unwanted comments from bots as well as spam); Provider: Google; Google reCAPTCHA-specific information: "[What is reCAPTCHA?](#)".

11.09.2023