

# Privacy Policy

## 1. Introduction

Widler & Schiemann AG (WSQMS in the following) is a GxP consulting company with international operations in Switzerland, Germany, United States and China (PRC). WSQMS provides strategic drug development consulting, QA and QMS solutions in the GxP space supporting life sciences companies in the process of developing new medicines.

At WSQMS the privacy and security are of paramount importance. WSQMS is committed to protecting the data you share with us. This privacy policy explains how WSQMS processes information that can be used to directly or indirectly identify an individual (“Personal Data”) collected through diverse channels.

All information is stored securely and is accessed by authorized personnel only. WSQMS implements and maintains appropriate technical, security and organizational measures to protect Personal Data against unauthorized or unlawful processing and use, and against accidental loss, destruction, damage, theft or disclosure.

## 2. General Principles

With regards to Personal Data, and following the European General Data Protection Regulation (May 25, 2018) and the Swiss New Federal Act on Data Protection (nFADP, September 1, 2023), WSQMS operates on the following principles:

- a) the fair and transparent collection and processing of Personal Data;
- b) the legitimate interests pursued by WSQMS in the context of providing its services;
- c) the protection of Personal Data from data breach through technical measures (e.g.: data encryption) and organizational measures (e.g.: only authorized users are given password-protected access);
- d) the rights of individual data subjects to view, export, correct, and/or delete what data we hold on that data subject on request by that data subject, unless contradicted by country laws of Switzerland or other applicable country laws where WSQMS has operational entities;
- e) the immediate notification of Personal Data breaches to data subjects;
- f) the provision of appropriate safeguards and adequate protections for Personal Data transfers to third countries.

## 3. Collection and Use of Personal Data

WSQMS collects the different categories of Personal Data as follows:

### 3.1. WSQMS Communication and Business Partner Contact Data

WSQMS collects personal contact details such as full name, e-mail address, postal address, phone number, title, organization name when entering or having entered a business relationship but for the purposes of providing the individual with information and updates on WSQMS’s products and services, for example via delivery of press releases, receipt of the WSQMS *Newsletter* or invitations to events we only store e-mail addresses.

### 3.2. Human Resources Data

WSQMS collects personal information of its employees and free-lance business partners like full name, address, e-mail, Skype name, phone number, birth date, bank account details, appraisal information, time tracking information, social security number, etc., for processing salaries, adhering to good company governance and for satisfying legal requirements in regard of social security.

WSQMS collects personal information of job applicants from their curriculum vitae (CV) like full name, address, e-mail, Skype or other social media name, as applicable, phone number, for evaluating the applicant’s suitability to work for WSQMS.

### 3.4. Website Visitors

WSQMS does not collect data from Website visitors. However, we use cookies; see explanation below.

### 3.4.1. Cookies

Cookies are small text files that are stored on your computer when you visit certain web pages. Cookies optimize the use of our web site. Our cookies do not store sensitive personally identifiable information such as your name, e-mail address or phone number. Please note that the cookies we use cannot harm your computer.

If you prefer not to have our cookies on your device, we advise you to disable them in your web browser settings.

### 3.4.2. Links to other sites

Please be aware that while visiting our site, visitors can follow links to other sites that are beyond our sphere of influence. WSQMS is not responsible for the content or privacy policy of these other sites.

## 3.5 Technical Data

### 4. Retention and Deletion

WSQMS will maintain the data for as long as the data is required for the purposes mentioned above, until the individual withdraws consent or as long as it is necessary for legal purposes.

#### For Human Resources data

We need to keep Human Resources data for 10 years by law and training records as per applicable GxP laws and regulations; in the EEA for 25 years.

#### For all others

Individuals may withdraw consent at any time by contacting [gdpr@wsqms.com](mailto:gdpr@wsqms.com).

Please note that withdrawal of consent shall not affect the lawfulness of WSQMS's use of Personal Data for the purposes mentioned above which occurred before the withdrawal of consent.

Individuals may request to view, correct, or delete their data in WSQMS's database at any time by contacting [gdpr@wsqms.com](mailto:gdpr@wsqms.com).

Legal address of WSQMS:

Widler & Schiemann AG

St Alban Ring 245, 4052 Basel, Switzerland.

e-mail address: [info@wsqms.com](mailto:info@wsqms.com).

### 5. Changes of the Privacy Policy

We assume that you have read this document and agree to its contents. We reserve the right to change our privacy policy as legal or regulatory necessity dictates. Continued use of WSQMS's website including receipt of our newsletter after having been informed of any such changes to these conditions implies acceptance of the revised privacy policy.

Business contacts and other 3<sup>rd</sup> parties who are stored in WSQMS's business contacts database are also informed of such changes and have the same rights to remove their details from the contacts database.

Employees are also informed of such changes by internal means.

### 6. Further Information

If you have any further questions regarding the data WSQMS collects, or how we use it, then please feel free to contact us by email at: [gdpr@wsqms.com](mailto:gdpr@wsqms.com) or in writing to Widler & Schiemann AG, St Alban Ring 245, 4052 Basel, Switzerland.