



# Information for Traniva business partners regarding the processing of your personal data

<b>Customer</b>	<b>Traniva &amp; Customers</b>
<b>Project</b>	<b>Data protection</b>



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## Document history

version	Reason for change	Date	Modified by	Description of the change
1.0	Initial created	07.09.2025	Laurenc Riese	Data protection



# 1 Generally

Traniva | Transformation + Innovation Management Consulting, hereinafter referred to as Traniva, is committed to protecting the privacy of its business partners when processing personal data.

Diligence and transparency are the foundation for a trusting relationship with our customers. Therefore, we inform you about how we process your data and how you can exercise your rights under the General Data Protection Regulation. Which personal data we process and for what purpose depends on the specific business relationship.

## Traniva Logos:





## 2 Responsibilities and contact details

The controller of your personal data is:

### Traniva | Transformation + Innovation

Zimbergstrasse 11  
8335 Hittnau, Switzerland

The contact details of our data protection officer are:

Traniva | Transformation + Innovation

Data Protection Officer

Zimbergstrasse 11

8335 Hittnau, Switzerland

Email: [datenschutz@traniva.com](mailto:datenschutz@traniva.com)

### 2.1 Legal basis for data protection: DSG (CH) & GDPR (EU)

With the revised Swiss Data Protection Act (DPA), which came into force on September 1, 2023, Switzerland has created a modern and strong foundation for the protection of personal data. The DPA strengthens the personal and fundamental rights of natural persons in the digital age and obliges companies in Switzerland to consistently align their data processing procedures in compliance with data protection regulations.

In addition, the European Union's General Data Protection Regulation (GDPR) may also be relevant – especially if Swiss companies process personal data of EU citizens or specifically target individuals in the EU. In such cases, the GDPR applies extraterritorially and must be considered in addition to the Swiss Data Protection Act.

### 2.2 Companies in Switzerland

The DSG is the central basis that is relevant in everyday life.

- However, as soon as data of individuals in the EU is processed, the requirements of the GDPR also come into play. Both laws pursue the same goal—the protection of personal data—and their requirements complement each other.
- The European Union's General Data Protection Regulation (GDPR) has been in force since 2018 and gives individuals more control over their data.

Traniva supports you in implementing both requirements securely, efficiently, and practically – so that your company is optimally positioned in the area of data protection.

" **Traniva** complies with the **Swiss Data Protection Act** (DSG), but consistently **refers to the GDPR** in the following documentation ."



### 3 Legal basis for the processing of your personal data

Depending on your relationship with our company, we process different types of personal data. Typically, but not exclusively, this includes the following data:

- First name Last Name
- Job title
- address
- Communication data (telephone, email address)
- birth date
- nationality
- Contract master data, in particular contract number, term, notice period, type of contract
- Invoice data/sales data
- Credit data
- Payment details/account information
- Account information, especially registration and logins
- Video or image recordings
- VAT ID number

Your personal data will be processed to the extent necessary to protect our legitimate interests (Article 6 (1) (f) GDPR), including,

- to conclude or execute contracts and other business relationships (including processing purchase orders, deliveries or payments, or in connection with complaints and repair/maintenance work or in warranty cases) or to prepare or respond to requests for quotations, to determine the terms of the contractual relationship and with regard to product development activities, in each case with our customers, suppliers, service providers and competitors for whom you may act as an agent or employee;
- to transmit your personal data within the company for internal administrative purposes (e.g. accounting);
- to ensure IT security;
- to prevent crime;
- to conduct compliance investigations;
- to ensure building and facility security, this also includes video surveillance where necessary to protect our premises.

Personal data is also processed for the purpose of fulfilling contracts with individuals (natural persons) with whom we have business relationships, for example to process purchase orders, deliveries or payments, or in connection with complaints, repair/maintenance work or in warranty cases, or to prepare and respond to requests for



offers from individuals, to determine the terms of the contractual relationship and with regard to product development activities (Art. 6 (1) (b) GDPR).

The controller is subject to various legal obligations (Article 6 (1) (c) GDPR) that may require the processing of your personal data. These legal obligations may arise, for example, from tax law, foreign trade law, or sanctions law.

To enter into a business relationship with us, you must provide us with the personal data required to execute the contractual relationship or that we are required to collect due to legal requirements. If you do not provide us with this data, we will not be able to execute and process the contractual relationship.

If you have given us your voluntary consent to the collection, processing or transmission of certain personal data, this consent forms the legal basis for the processing of this data.

In the following cases, we process your personal data based on your consent:

- Sending an email newsletter
- Market research (e.g. customer satisfaction surveys)
- Publication of a customer reference (name and picture)
- Publications of images of a customer reference or cooperation and marketing activities \*<sup>1</sup>

\* 1: Partner, cooperation partner, company, freelancer



## 4 Recipients of your personal data

Within the company, only authorized Traniva employees with the appropriate responsibilities have access to your personal data. Traniva also maintains affiliated companies and partners who have access. You can find information about Traniva's partners and companies at the following link:

[www.traniva.com](http://www.traniva.com)

We may engage third parties, such as IT service providers (partners, cooperation partners, companies, freelancers), legal advisors, or management consultants, to provide services on our behalf, under our supervision, and in accordance with our instructions. These third parties may have access to your personal data to the extent necessary to provide their services.



## 5 Data transfer

For the purposes stated under point 4, your personal data may be transferred not only to Traniva as the contractual partner (and responsible for the processing of your personal data), but also to the companies and their service providers within and outside the European Economic Area (EEA).

Countries outside the European Union (and the European Economic Area) handle the protection of personal data differently than countries within the European Union. We also use service providers located in third countries outside the European Union to process your data. There is currently no EU Commission decision that these third countries generally offer an adequate level of protection.

We have therefore taken special measures to ensure that your data is processed in third countries with the same security as within the European Union. We conclude standard data protection clauses provided by the European Commission with service providers in third countries. These clauses provide appropriate safeguards for the protection of your data with service providers in the third country.



## 6 Your rights

You have the right to receive information about your personal data and to request the rectification or erasure of your personal data or the restriction of processing, where permitted by applicable law. You have the right to object to any type of processing of your personal data, as set out in point 3, and to receive your personal data in a structured, commonly used, and machine-readable format (data portability), in accordance with applicable law and subject to legal review in each individual case by the controller of your personal data. Furthermore, you have the right to lodge a complaint with a supervisory authority.

You also have the right to object at any time, for reasons related to your particular situation, to the processing of personal data concerning you which is based on data processing in the public interest or on



## 7 legend

Abbreviation	Description	graphic
n/a	n/a	n/a
n/a	n/a	n/a