



## Website Privacy Policy – 25 May 2017

This privacy policy tells you about the information we collect from you when you use our website. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### Who are we?

We are CEBIS International SAGL, together with our affiliates "CEBIS". Our headquarter address is Via Maggio 1C, Lugano 6900, Switzerland. You can contact us by post at the above address, by email at [office@cebis-int.com](mailto:office@cebis-int.com) or by telephone on +41 91 260 15 75

The contact details of our Data Protection Officer are:

Mr. Mihai Enescu,  
Data Protection Officer  
[mihai.enescu@cebis-int.com](mailto:mihai.enescu@cebis-int.com)  
CEBIS International  
47 Theodor Pallady, Entrance B,  
Bucharest 032275, Romania  
Phone: +4 (0) 767 072 733

### How we use your information

[When you use our website](#)

[When you submit an enquiry via our website](#)

[Your rights as a data subject](#)

[Your right to complain](#)

[Updates to this privacy policy](#)

### When you use our website

When you use our website to browse our products and services and view the information we make available, a no cookies are used by us and by third parties to allow the website to function, to collect useful information about visitors and to help to make your user experience better.

Cookie Name	Purpose	Further Information
N/A	N/A	N/A

### When you submit an enquiry via our website

Our website doesn't allow to send inquiries. Any message should be sent to the company's e-mail address.

We keep enquiry emails for two years, after which they are securely archived and kept for seven years, when we delete them.

### Your rights as a data subject

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

If we are processing your personal data for reasons of consent or to fulfil a contract, you can ask us to give you a copy of the information in a machine-readable format so that you can transfer it to another provider.

If we are processing your personal data for reasons of consent or legitimate interest, you can request that your data be erased.

You have the right to ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

Finally, in some circumstances you can ask us not to reach decisions affecting you using automated processing or profiling.

To submit a request regarding your personal data by email, post or telephone, please use the contact information provided above in the [Who Are We](#) section of this policy.

### Your right to complain

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint. However, you can also contact the Data Protection Officer via e-mail or write to him at:

Mr. Mihai Enescu,  
Data Protection Officer  
[mihai.enescu@cebis-int.com](mailto:mihai.enescu@cebis-int.com)  
CEBIS International  
47 Theodor Pallady, Entrance B,  
Bucharest 032275, Romania  
Phone: +4 (0) 767 072 733

### Updates to this privacy policy

We regularly review and, if appropriate, update this privacy policy from time to time, and as our services and use of personal data evolves. If we want to make use of your personal data in a way that we haven't previously identified, we will contact you to provide information about this and, if necessary, to ask for your consent.

We will update the version number and date of this document each time it is changed.