

QuoVadis Privacy Notice for Swiss Certificate/Signature Services

This QuoVadis Privacy Notice relates to certificate and signature services provided by QuoVadis Trustlink Schweiz AG (QVTLISAG) out of the Swiss Datacentre.

We take your privacy seriously and will only use your personal data to deliver the products and services requested.

Who are we?

QVTLISAG is a Swiss Qualified Trust Service Provider according to Swiss Signature Law (ZertES). We provide managed Public Key Infrastructure (PKI) Services including Digital Certificates and Digital Signature. QVTLISAG is a subsidiary of DigiCert Inc.

Who are our Privacy Officers?

Our Data Protection Officer is Aaron Olsen (email: dpo@digicert.com or privacy@quovadisglobal.com).
Our Privacy Officer is Barry Kilborn (email: privacy@quovadisglobal.com).

What data is collected?

We collect the data necessary for the provision of the services we provide.

Personal data that may be included in *Personal Digital Certificates* can include:

- First Name
- Last Name
- Pseudonym (if relevant)
- Common Name
- E-mail address
- Title (e.g. Mr./Mrs. /Dr.)
- Job title (professional title)
- Company/Organization name (if relevant)
- Organizational Unit (if relevant)
- Locality
- State/Province
- Country
- Government issued ID document number (e.g. passport, driving license).
Only if explicitly requested by the customer.

Personal data that is not included in Personal Digital Certificates but that may be requested as part of the *Certificate issuance process* (e.g. for vetting the identity of an individual). This data can include:

- Address
- Telephone number (home/mobile)
- Identification document details (used for identity vetting)
- Company registration number and data

Personal data is also needed in order to create a *user account* on our *certificate management systems* in order to log in to the system. This Personal Data consists of:

- First Name
- Last Name
- Email
- Phone number(s)
- Password (chosen by user)

Our *Signing Solutions* capture Personal Data as part of the user registration process. This Personal Data includes:

- First Name
- Last Name
- Pseudonym (if relevant)
- Country
- UserID (if relevant)
- Email address (if relevant)
- Mobile phone number
- PIN and/or One Time Password secret
- Identification document details (if relevant)
- Details to be included in the Digital Certificate, which is produced after registration process completed. See above for the data included in a digital certificate

Note that we do not obtain the documents to be signed, only a cryptographic hash of the document is received. Our signing solutions do log the use of the system and the details of the document signings that take place.

Why do we collect information? / Lawful Basis for processing

We rely on a variety of information to run our business. In some cases, this information may include data that relates to an identified or identifiable natural person, which is referred to as Personal Data. The reason that we collect your Personal Data is that we need it in order to provide you with our products and services, which include the provision of digital certificates and signing services. The lawful basis for us processing Personal Data in relation to these services is that processing is necessary for the performance of a contract or to take steps to enter into a contract.

Who is collecting it?

We collect data directly from you or indirectly from those organisations who have entered into a contract with us (for example to request certificates for their employees or to provide a digital onboarding service).

How will it be used?

We use your personal data only for the provision of digital certificates and electronic signatures.

Who will it be stored?

Personal data provided for the use of digital certificates and electronic Signatures as part of our Swiss Signing Services is stored and processed solely in Switzerland.

Information retained in our office includes as well contracts, client contact information and vetting information that supports the issuance of digital certificates. This applies to hard copy physical documents and electronic data.

Who will it be shared with?

We do not share your personal data with anyone save to deliver the agreed services (see next paragraph).

Data might be shared within the Group to ensure Audit and Compliance Regulations. Phone number might be sent to a foreign SMS-provider to send OTP's (One Time Password) as part of the Signature-Process if requested by our clients.