

Privacy and data protection policy

Louis Bélet SA attaches great importance to the protection of personal data and to respecting the privacy of the users of its website.

This policy explains which personal data is collected and processed when you use the website of Louis Bélet SA, for what purposes this data is used, with whom it may be shared and what your rights are.

Louis Bélet SA processes personal data in accordance with the applicable Swiss data protection legislation, in particular the Federal Act on Data Protection (FADP).

Where the conditions for the application of the European Union General Data Protection Regulation (GDPR) are met, Louis Bélet SA also complies with the relevant provisions of the GDPR.

Last updated: 01.10.2026

1. Data controller

The controller responsible for processing personal data is:

Louis Bélet SA
Les Gasses 11
CH-2943 Vendlincourt
Switzerland

Telephone: +41 (0)32 474 04 10

E-mail: marketing@louisbelet.ch

Party operationally responsible for the website and for data protection matters: Marketing Department — marketing@louisbelet.ch.

The contact address for data protection matters is the same as the address above: marketing@louisbelet.ch.

2. Scope

This policy applies to the processing of personal data carried out in connection with the use of the Louis Bélet SA website, as well as to data submitted in particular through the forms available on the site.

It concerns in particular website visitors, prospects, customers, business partners, suppliers, applicants and any other person who provides personal data to Louis Bélet SA.

3. Personal data processed

Depending on the services used and your interactions with our site, we may process in particular the following categories of data:

3.1 Data provided directly by the user

When you use a contact form, a request-for-quotation form or another form available on our site, we may collect in particular:

- first name and surname;
- job title;
- company;
- business address;
- postal code and locality;
- country;
- e-mail address;
- telephone number;
- information contained in your message;
- technical information relating to a request or a product;
- documents and files submitted voluntarily;

- any other information you choose to provide to us.

The data actually collected depends on the form used.

3.2 Data relating to applications

When you send us an application, we may process the data contained in your file, in particular your contact details, curriculum vitae, information relating to your education and professional experience, as well as any other documents you choose to submit.

Application data is used exclusively in connection with the recruitment process and the management of applications, subject to applicable legal obligations.

Where an application is not successful, the data is retained only for the time necessary to compile recruitment statistics, and is then deleted, within a maximum period of approximately one month.

3.3 Technical data

When the site is accessed, certain technical data may be automatically recorded, in particular:

- IP address;
- date and time of access;
- pages viewed;
- information relating to the browser and operating system;
- information relating to the device used;
- data relating to navigation and use of the site;
- data necessary for the security and technical operation of the site.

The technical server logs (connection data) are retained for a standard period of 12 months, for security and technical diagnostic purposes.

3.4 Cookies and similar technologies

The site may use cookies and similar technologies necessary for its operation as well as, subject to the applicable rules, technologies intended to measure audience, improve the site or carry out marketing activities.

The site only uses cookies that are strictly necessary for its technical operation. It does not use any audience measurement, tracking or advertising tools. Details are provided under section 8 below.

3.5 Data relating to the newsletter

Louis Bélet SA may use the contact details you have provided to send you its newsletter as well as information about its products, services and news.

You may object at any time and unsubscribe by clicking on the unsubscribe link included in each newsletter. Your address is then removed from the distribution list.

4. Purposes of processing

Louis Bélet SA processes personal data in particular to:

- ensure the operation and security of the site;
- respond to contact requests;
- process requests for quotations;

- respond to technical requests;
- maintain the relationship with customers and partners;
- prepare and manage offers and services;
- process orders and commercial requests;
- process applications;
- improve the content, functionality and user experience of the site;
- analyse the use of the site;
- detect and prevent abuse, attacks and security incidents;
- comply with legal and regulatory obligations;
- defend or exercise rights in legal proceedings;
- carry out communication and marketing activities where permitted.

Louis Bélet SA only uses personal data to the extent necessary for the purposes for which it was collected or for purposes compatible with those.

5. Legal basis for processing for persons covered by the GDPR

Where the GDPR applies, Louis Bélet SA may base the processing of personal data in particular on:

- the performance of a contract or the taking of pre-contractual measures;
- compliance with a legal obligation;
- the legitimate interest of Louis Bélet SA, in particular to ensure security, manage the business relationship, improve its services and defend its rights;
- the consent of the data subject where this is required.

Where processing is based on consent, this may be withdrawn at any time. The withdrawal of consent does not affect the lawfulness of processing carried out before that withdrawal.

6. Transfer of data to third parties

Louis Bélet SA may call upon external service providers where this is necessary for the operation of its activities and its website.

These may in particular be service providers operating in the following areas:

- IT hosting;
- maintenance and development of the site;
- IT security;
- management of forms;
- e-mail services;
- statistical analysis;
- marketing and communication;
- storage and backup of data;
- IT and cloud services.

These service providers may process personal data on behalf of Louis Bélet SA to the extent necessary for the performance of their services.

The site is hosted by Infomaniak SA (Switzerland). Fonts, scripts and video preview images are hosted on this same server. When a visitor chooses to start a video, it is streamed by YouTube (Google Ireland Limited / Google LLC). Data submitted via the forms on the site is processed directly by Louis Bélet SA, without any third-party form management provider.

Where necessary, Louis Bélet SA concludes the required data protection agreements with its service providers.

7. Third-party services and content

The site may integrate services or content provided by third parties, in particular analysis tools, videos, maps, security services, multimedia content or social network features.

The use of these services may result in the transmission of certain technical data to the providers concerned.

YouTube videos: the videos on the site are displayed as a preview image hosted on the site's server. No data is transmitted to YouTube when a page is simply viewed. Only when the visitor clicks on a video to start it is the video loaded from YouTube, in “privacy-enhanced mode” (youtube-nocookie.com). YouTube may then collect data (in particular the IP address) and place cookies, under its own responsibility and in accordance with its privacy policy.

Social networks: the site contains simple links to the Louis Bélet SA pages on LinkedIn, YouTube and Instagram. No data is transmitted to these networks unless the visitor clicks on one of these links.

The terms and privacy policies specific to these providers may also apply.

8. Cookies

The site only uses one technical session cookie, which is strictly necessary for its operation (for example for processing forms). This cookie contains no information that could be used to track the visitor and is deleted when the browser is closed or the session expires.

Necessary cookie — PHPSESSID — technical session management — duration: session.

The site does not use any statistical, tracking or advertising cookies. No consent banner is therefore required when visiting the site.

Only a visitor's voluntary decision to start a YouTube video may result in cookies being placed by YouTube (see section 7).

9. Forms and submitted files

The information submitted via the forms on the site is processed in order to respond to the request concerned.

Attached files may contain personal data or confidential information. We recommend that users submit only the documents necessary for processing their request.

The data and files are accessible only to the persons or service providers who need them to process the request.

Data submitted via the forms on the site is sent by e-mail to Louis Bélet SA and recorded in the site's database, hosted in Switzerland by Infomaniak SA. Attached files (plans, technical drawings, documents) are stored on the

site's server in a protected directory that cannot be accessed from outside. This data and these files are accessible only to the Louis Bélet SA employees responsible for processing requests and to the service provider in charge of the technical maintenance of the site.

This data is retained for as long as necessary to process the request and to follow up the business relationship. Any person may request its deletion at any time at the address indicated under section 1.

Submitting a form requires acceptance of this policy by means of a checkbox.

The forms are protected against automated submissions (spam) by ALTCHA, a solution hosted on the site's server. This protection is based on a small calculation performed by the visitor's browser; it places no cookies and transmits no data to any third party.

10. Data relating to customers and prospects

Data relating to customers, prospects and business partners may be used in particular to:

- prepare and manage offers;
- perform contracts;
- respond to technical and commercial requests;
- manage the customer relationship;
- ensure the follow-up of products and services;
- carry out the necessary administrative and accounting operations;
- communicate with professional contacts;
- comply with legal obligations.

The data may be retained for as long as necessary for these purposes or for the period imposed by the applicable legal obligations.

11. Data retention

Louis Bélet SA retains personal data only for the period necessary for the purposes for which it is processed or for the period imposed by law.

The retention period of personal data is determined by the applicable legal retention obligations (depending on the legal basis, from five to ten years, or longer) or by the purpose of the processing concerned.

It may in particular depend on:

- the nature of the relationship with the data subject;
- the purpose of the processing;
- legal retention obligations;
- the existence of a dispute or proceedings;
- the applicable legal time limits.

The retention periods specific to certain categories of data are specified in the corresponding sections of this policy.

When the data is no longer necessary and no legal obligation justifies its retention, it is deleted or anonymised.

12. Transfers of data abroad

In the course of its activities, Louis Bélet SA may call upon service providers located in Switzerland, in the European Union, in the European Economic Area or in other countries.

Where personal data is transferred to a country whose level of protection is not recognised as adequate by the applicable legislation, Louis Bélet SA implements the required safeguards, to the extent necessary.

The site is hosted by Infomaniak SA, whose servers are located in Switzerland. Visiting the site and using the forms do not entail any transfer of data abroad. Only a visitor's voluntary decision to start a video results in data being transmitted to YouTube (Google LLC, United States), within the framework of the safeguards provided by this provider (standard contractual clauses and/or Data Privacy Framework).

13. Data security

Louis Bélet SA implements appropriate technical and organisational measures in order to protect personal data against in particular:

- loss;
- destruction;
- unauthorised access;
- unauthorised alteration;
- unauthorised disclosure;
- any other unlawful processing.

The security measures are adapted to the nature of the data and the risks associated with the processing.

Despite the measures implemented, no IT system can guarantee absolute security.

14. Data security breach

In the event of a breach of the security of personal data, Louis Bélet SA carries out the assessments and notifications required by the applicable legislation.

Where the legal conditions are met, the competent authorities and/or the data subjects are informed in accordance with the applicable provisions.

15. Rights of data subjects in Switzerland

In accordance with the FADP, data subjects may in particular exercise their right of access to the personal data concerning them and, depending on the circumstances, request its rectification, its deletion or exercise other rights provided for by the applicable legislation.

Any request may be addressed to:

Louis Bélet SA – Marketing Department
E-mail: marketing@louisbelet.ch
Les Gasses 11
CH-2943 Vendlincourt
Switzerland

Louis Bélet SA may take the necessary measures to verify the identity of the person making the request.

16. Rights of data subjects covered by the GDPR

Where the GDPR applies, data subjects may in particular have the following rights, subject to the conditions and exceptions provided for by law:

- right of access;
- right of rectification;
- right to erasure;
- right to restriction of processing;
- right to data portability;
- right to object;
- right to withdraw consent where processing is based on it;
- right not to be subject to a decision based solely on automated processing producing legal effects or similarly significant effects, where the applicable conditions are met.

Requests may be addressed to Louis Bélet SA at the address indicated above.

Data subjects covered by the GDPR may also, depending on their situation, lodge a complaint with a competent supervisory authority.

17. Automated decisions and profiling

On the basis of the data collected via the site, Louis Bélet SA does not take any automated decision producing legal effects or similarly significant effects on the data subjects.

The site does not use any audience measurement, profiling or advertising remarketing tools.

18. Links to external sites

The Louis Bélet SA website may contain links to websites operated by third parties.

Louis Bélet SA is not responsible for the content, data protection practices or security of these external sites.

We recommend that users consult the privacy policies of the sites concerned before providing them with personal data.

19. Amendments to this policy

Louis Bélet SA may amend this privacy policy where necessary, in particular in the event of changes to the site, the services used, data processing or the applicable legislation.

The version published on the site is the authoritative version.

The date of the last update is indicated at the end of the document.

Last updated: 01.10.2026