WOLFSBERG
UBS Center for Education and Dialogue

Ausbildungszentrum Schloss Wolfsberg AG
Wolfsbergstrasse 15
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ubs.com/wolfsberg

DATA PROTECTION UNDER THE SWISS DATA PROTECTION LAW

To provide our hotel services, Ausbildungszentrum Schloss Wolfsberg AG (part of UBS Group) processes information about natural persons ("**Personal Data**"), ("**you**").

Ausbildungszentrum Schloss Wolfsberg AG ("**Wolfsberg**", "**we**", "**our**", or "**us**") takes your privacy seriously. This Privacy Notice ("**Notice**") contains information on what Personal Data we collect, what we do with that information, and what rights you have.

As part of our commitment to protect your Personal Data we want to inform you in a transparent manner:

- why and how Wolfsberg collects, uses and stores your Personal Data and;
- what your rights are in relation to such processing and how you can exercise them.

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1 What does this Notice cover?

This Notice applies to any and all forms of use ("**processing**") of Personal Data by us if you are a hotel guest hosted by the UBS entity listed below.

2 What types of Personal Data do we collect?

In the context of providing hotel services, we collect and process the following personal information:

- Personal details & identification (full name, gender, signature);
- Your preferences regarding accommodation / food & beverages (e.g. dietaries preferences) .

We receive your personal data from corporate clients that make reservations on your behalf. Without receiving your Personal Data we may not be able to process your reservation.

3 For which purposes do we process your Personal Data?

3.1 Purposes of processing

We collect and process your Personal Data for the purpose of providing our hotel services to you.

4 How do we protect Personal Data?

All employees accessing Personal Data must comply with internal rules and processes (including those of UBS Group as applicable) in relation to the processing of your Personal Data to protect them and ensure their confidentiality. We have also implemented adequate technical and organisational measures to protect your Personal Data against unauthorised, accidental, or unlawful destruction, loss, alteration, misuse, disclosure or access and against all other unlawful forms of processing.

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5 How long do we store your data?

We will only retain Personal Data for as long as necessary to fulfil the purpose for which it was collected or to comply with legal, regulatory or internal policy requirements. To help us do this, we apply criteria to determine the appropriate periods for retaining your Personal Data depending on its purpose.

6 What are your rights and how can you exercise them?

6.1 Your rights

You have a right to access, to obtain information regarding your Personal Data that we process, object to the processing of your Personal Data, request the erasure of your Personal Data, request restriction on the processing of your Personal Data and withdraw your consent where Wolfsberg obtained your consent to process Personal Data (without this withdrawal affecting the lawfulness of any processing that took place prior to the withdrawal). If you believe that any information, we hold about you is incorrect or incomplete, you may also request the correction of your Personal Data.

6.2 Exercising your rights

To exercise the above rights, please contact:

- Ausbildungszentrum Schloss Wolfsberg AG
  Wolfsbergstrasse 15
  8272 Ermatingen

If you are not satisfied with how Wolfsberg processes your Personal Data, we would like to discuss it with you to understand how we can rectify the issue. If you would like to speak about our use of your Personal Data, you can contact the UBS Group Data Protection Office by emailing dpo-ch@ubs.com.

7 Changes to Personal Data

We are committed to keeping your Personal Data accurate and up to date. Therefore, if your Personal Data changes, please inform us of the change as soon as possible.

8 Updates to this Notice

We reserve the right to amend it from time to time. Any amendment or update to this Notice we will make available to you here. Please visit our website frequently to understand the current Notice, as the terms of this Notice are closely related to you.

If you have any questions or comments about this Notice, please contact the UBS Group Data Protection Office at dpo-ch@ubs.com.

9 List of UBS Entities covered by this Notice

Entity Name	Registered Address
Ausbildungszentrum Schloss Wolfsberg AG	Wolfsbergstrasse 15, 8272 Ermatingen, Switzerland

If you have any questions or comments about this notice, please contact the UBS Group Data Protection Office at dpo-ch@ubs.com.