

# UBS PREMISES – NOTICE TO VISITORS

## DATA PROTECTION UNDER THE SWISS DATA PROTECTION LAW

To secure our buildings, UBS processes information about natural persons (“**Personal Data**”), (“**you**”).

UBS takes your privacy seriously. This Privacy Notice (“**Notice**”) contains information on what Personal Data the UBS entity listed in Section 9 (“**UBS**”, “**we**”, “**our**”, or “**us**”) collects, 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 UBS 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 visitor to any of the UBS Group buildings in Switzerland.

### 2 What types of Personal Data do we collect?

In the context of our building video surveillance activities, we collect and process the following personal information:

- Personal details & identification;
- CCTV video production data.

### 3 For which purposes do we process your Personal Data?

We collect and process your Personal Data for the purpose of building security, more specifically to:

- ensure safety of staff, clients and other visitors;
- ensure safety of property and information located, stored on or accessible from the premises,
- prevent, and if necessary, investigate unauthorized access to secured premises.

### 4 How do we protect Personal Data?

All UBS employees accessing Personal Data must comply with our internal rules and processes in relation to the processing of your Personal Data to protect them and ensure their confidentiality. The UBS Group 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.

## 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. In general, surveillance recordings are retained for period of 41 days, or longer when it is extracted for further investigation within the boundaries of statutory regulations.

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

You have a right to access, to obtain information regarding your Personal Data that we process, request the erasure of your Personal Data and request restriction on the processing of your Personal.

### 6.1 Exercising your rights

To exercise the above rights, please:

- For UBS AG or UBS Europe SE Swiss Branch send an e-mail to [sh-ibdiso@ubs.com](mailto:sh-ibdiso@ubs.com);
- For UBS Asset Management Switzerland AG and UBS Fund Management (Switzerland) AG send an e-mail to [dl-am-cc-inst-ch-cserv@ubs.com](mailto:dl-am-cc-inst-ch-cserv@ubs.com);
- For all the other legal entities covered in this Notice contact Quality Feedback / Direktion, Postfach, 8098 Zürich, Switzerland. To avoid delay in dealing with your request, please enclose with your signed letter a copy of your passport or identity card;

If you are not satisfied with how UBS 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 to us about our use of your Personal Data, you can contact the Group Data Protection Office by emailing [dpo-ch@ubs.com](mailto:dpo-ch@ubs.com).

## 7 Changes to your 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 the UBS website frequently to understand the current Notice, as the terms of this Notice are closely related to you.

## 9 UBS entities covered by this Notice

Entity Name	Registered Address
UBS Fund Management (Switzerland) AG	Aeschenvorstadt 1, Basel, 4051, Switzerland
UBS AG	Aeschenvorstadt 1, Basel, 4051, Switzerland Bahnhofstrasse 45, Zurich, 8001, Switzerland
UBS Switzerland AG	Bahnhofstrasse 45, Zurich, 8001, Switzerland
UBS Asset Management AG	Bahnhofstrasse 45, Zurich, 8001, Switzerland
UBS Business Solutions AG	Bahnhofstrasse 45, Zurich, 8001, Switzerland
UBS Asset Management Switzerland AG	Bahnhofstrasse 45, Zurich, 8001, Switzerland
UBS Europe SE, Frankfurt am Main, Swiss Branch, Opfikon	Europastrasse 1, Opfikon, 8152, Switzerland

If you have any questions or comments about this Notice, please contact the Group Data Protection Office at [dpo-ch@ubs.com](mailto:dpo-ch@ubs.com).