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# **Privacy Policy**

#### 1 Introduction

K2Prime GmbH has written this data protection declaration with regard to the future revision of the Federal Act of Data Protection (FADP). Swiss data protection law has historically been closely tied to EU regulations and the expected changes to the FADP are also strongly influenced by the General Data Protection Regulation (GDPR). The latter imposes high data protection standards with an extraterritorial effect - companies outside the EU are also bound by these regulations under certain conditions.

We would like to inform you in detail about the handling of your data within the scope of this data protection declaration.

We reserve the right to change the content of this data protection declaration if we either provide new or changed services or if changes in the law make it necessary or sensible to adapt it. This is the case if the changes are reasonable for the user, taking into account the interests of K2Prime GmbH.

#### 2 Scope

We process personal data which we receive from our customers in the course of our business relationships. In addition, we process, to the extent necessary for the provision of our services, personal data that we permissibly obtain from publicly accessible sources (e.g. commercial registers or websites). We use personal data without further consent exclusively to enable the use of the services offered by us, as well as to fulfill and process requests and registrations.

Further personal data will only be collected, processed and used by us with our consent if this information is provided voluntarily, e.g. in the context of an enquiry, search enquiry or to substantiate, structure the content or processing of an enquiry and for billing purposes, and if this is necessary for answering or processing the enquiry.

## 3 Passing on

We do not pass on personal data to third parties unless this has been expressly agreed to and for the purposes stated, or unless the transfer is expressly permitted or prescribed by law.

However, the prohibition of the passing on of data does not apply insofar as we are obliged by order of the responsible authorities to provide third parties, in particular government agencies, with information on inventory data in individual cases, insofar as this is necessary for purposes of criminal prosecution or for the enforcement of intellectual property rights as well as due to other applicable statutory provisions. No further consent is required for this purpose.

## 4 Purpose of processing personal data

We are permitted to collect, process and use the data collected within the framework of the use of our services for the purposes of our own consultation, our own advertising, but above all for the improvement of the products and services offered by us.

In addition, we may transmit the collected data, if necessary, to the service partners involved in the provision, provided that the purpose of the data is preserved. The passing on takes place however only to the prescribed and absolutely necessary extent.

#### 5 Data Security

Personal data are transmitted on our website as well as in our offered services encrypted over the Internet. In addition, test data is stored asymmetrically encrypted and digitally signed on our servers. We secure all offered services against loss, access, destruction, manipulation, transmission and distribution of your data by unauthorized persons by technical and organizational measures according to recognized market standards. Our servers are located in multiple certified and secured data centers in Switzerland. We also protect your data against loss through regular backups of all customer data on various servers.

### 6 Web Analysis

Our website (but not further services) uses the web analysis service Google Analytics (Google Ltd. Ireland, Dublin). This tool can collect data both anonymously and personally. In principle, it is possible for the data collected to be transmitted to a Google server in the USA. We also have no detailed knowledge of what data is transferred to third parties, where it is transferred to and whether it is anonymised. We cannot assign this data to specific persons. Nor is this data merged with other data sources. The storage and statistical evaluation of these non-assignable data serves only to ensure the system security and security of the user's data (e.g. detection of program errors or attacks on the system). If you do not wish Google Analytics to collect any data, please visit the following link for further information: <a href="https://tools.google.com/dlpage/gaoptout?hl=en">https://tools.google.com/dlpage/gaoptout?hl=en</a>

Data generated and processed within our services (e.g. BeAxi E-Assessment) do NOT undergo web analysis.

#### 7 Cookies

Our website and services use so-called cookies. These are small text files that are stored on your end device with the help of the browser. They do not cause any damage. We use cookies to make our website user-friendly. Some cookies remain stored on your end device until you delete them. They enable us to recognise your browser the next time you visit. If you do not wish this, you can set up your browser so that it informs you when cookies are set and you only allow this in individual cases. If cookies are deactivated, the functionality of our website may be restricted.

#### 8 Newsletter

You have the possibility to subscribe to our newsletter via our website. To do this, we need your e-mail address and your declaration that you agree to receive the newsletter. You can cancel your subscription to the newsletter at any time. Please send your cancellation to the following e-mail address: <a href="k2p@k2prime.com">k2p@k2prime.com</a>. We will then immediately delete your data in connection with the newsletter dispatch.

## 9 Your Rights

Within the scope of the legal data protection regulations, you have the right at any time to information about the data stored with regard to your person, its origin and recipient, as well as the purpose of storage and to correction as well as blocking or deletion of your stored data. If the deletion conflicts with legal, contractual, commercial or tax retention periods or reasons, your data will be blocked instead of deleted.

You can reach out to us under the following contact details:

K2Prime GmbH Zwingerstrasse 12 4053 Basel Schweiz

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