

Data Privacy Policy

1. What is this privacy policy about?

Data protection is a matter of trust and your trust is important to us. Although we have not changed the way we handle personal data, due to the revised Data Protection Act coming into force on September 1, 2023, we are publishing a privacy statement on our website not only for our website visitors but also for our customers.

In this privacy statement, we, HMT Partners AG (hereinafter HMT, we or us), describe how we collect and process personal data.

This data protection declaration is not an exhaustive description; other declarations relating to data protection may regulate specific matters. For the purposes of this data protection declaration, personal data means all information that relates to a specific or identifiable person.

2. Responsible office and contact

HMT Partners AG is responsible for the data processing described here, unless otherwise stated in individual cases. Inquiries regarding data protection can be directed to us by letter or e-mail, enclosing a copy of the user's ID or passport for identification purposes:

HMT Partners AG, Baarerstrasse 10, 6302 Zug, Switzerland, or
ht@hmt-partners.ch.

3. Collection and processing of personal data

"Personal data" refers to data relating to a specific or identifiable person, i.e. data that allows conclusions to be drawn about that person's identity.

"Particularly sensitive personal data" are categories of personal data that are particularly sensitive, which is why their processing may be subject to special requirements. Particularly sensitive personal data includes, for example, data revealing religion or political opinions, health data and data relating to criminal or administrative sanctions and social assistance.

"Processing" means any handling of personal data, in particular obtaining, storing, using, disclosing and deleting.

More detailed information can be found in the description of the respective categories of processing in section 5.

Our data processing activities may in particular affect the following persons ("data subjects"):

- Individuals who use a service from us;
- Third parties (such as family members in the case of tax returns, suppliers of customers in the case of FiBu, etc.) who are legally related to the persons who use a service from us;
- contact persons of our business partners.

4. Categories of personal data

The personal data we process depends on your relationship with us and the purpose for which we process it. In addition to your contact data, we also process other information about you or about persons who have a relationship with you. This information may also be particularly sensitive personal data.

We collect the following categories of personal data, depending on the purpose for which we process it:

- Contact information (e.g., last name, first name, address, phone number, email).
- Customer information (e.g. date of birth, nationality, marital status, profession, title, job title, passport / ID number, AHV number)
- Risk assessment data (e.g. credit rating information, commercial register data)
- Financial information (e.g. data on bank details)
- Mandate data, depending on the mandate (e.g. tax information, statutes, minutes, projects, contracts, employee data (e.g. salary, social security), accounting data, beneficial owners, ownership)
- Website data (e.g. IP address, device information (UDI), browser information, website usage (analysis and use of plugins, etc.)
- Job application data (e.g., resume, employment references)
- Security and network data (e.g. network and mail scanners, telephone call lists)

To the extent permitted, we also take certain data from publicly accessible sources (e.g. debt collection registers, land registers, commercial registers, press, internet) or receive such data from our clients and their employees, from authorities, (arbitration) courts and other third parties. In addition to the data about you that you give us directly, the categories of personal data that we receive about you from third parties include, in particular, information from public registers, information that we learn in connection with official and legal proceedings, information in connection with your professional functions and activities (so that we can, for example, conclude and process transactions with your employer with your help), information about you in correspondence and meetings with third parties, creditworthiness information, information about you that people close to you (family, advisors, legal representatives, etc.) give us so that we can conclude contracts with you.) so that we can conclude or process contracts with you or involving you (e.g. references, your address for deliveries, powers of attorney).

Information on compliance with legal requirements such as anti-money laundering and export restrictions, information from banks, insurance companies, distributors and other contractual partners of ours regarding the use or provision of services by you (e.g. payments made, purchases made), information from the media and the Internet about you (if this is indicated in the specific case, e.g. in the context of a job application, etc.). in the context of a job application, etc.), your addresses and, if applicable, interests and other sociodemographic data (for marketing), data in connection with the use of the website (e.g. IP address, MAC address of the smartphone or computer, information about your device and settings, cookies, date and time of visit, pages and content accessed, functions used, referring website, location information).

5. Purpose for data processing and legal basis

5.1. Provision of Services

We primarily process the personal data that we receive from our clients and other business partners in the course of our client relationships and other contractual relationships with them and other persons involved in them.

The personal data of our customers is in particular the following information:

- Contact information (e.g. surname, first name, address, telephone number, e-mail, other contact information).
- Personal information (e.g. date of birth, nationality, marital status, profession, title, job title, passport / ID number, AHV number, family circumstances, etc.)
- Risk assessment data (e.g. credit rating information, commercial register data, sanctions lists, specialized databases, data from the Internet)
- Financial information (e.g. data on bank details, investments or shareholdings)
- Mandate data, depending on the mandate, e.g. tax information, articles of association, minutes, employee data (e.g. salary, social insurance), accounting data, etc.
- Particularly sensitive personal data: These personal data may also include personal data requiring special protection, such as data on health, religious beliefs or social assistance measures,

We process this personal data for the described purposes based on the following legal bases:

- Conclusion or execution of a contract with the data subject or for the benefit of the data subject, including contract initiation and possible enforcement (e.g., consulting, fiduciary services)
- Fulfillment of a legal obligation (e.g., if we are required to disclose information)
- Safeguarding legitimate interests, (e.g., for administrative purposes, to improve our quality, ensure safety, manage risk, enforce our rights, defend against claims, or to review potential conflicts of interest)
- Consent (e.g., to send you important legal updates and information).

5.2. Indirect data processing from service provision

When we provide services to our customers, we may also process personal data that we have not collected directly from the data subjects or personal data from third parties. These third parties are usually employees, contacts, family members or persons who have a relationship with the customers or data subjects for other reasons. We need this personal data to fulfill contracts with our customers. We receive this personal data from our customers or from third parties engaged by our customers. Third parties whose information we process for this purpose are informed by our customers that we process their data. Our customers may refer to this privacy policy for this purpose.

The personal data of persons who have a relationship with our customers is in particular the following information:

- Contact information (e.g. surname, first name, address, telephone number, e-mail, other contact information, marketing data).
- Personal information (e.g. date of birth, nationality, marital status, profession, title, job title, passport / ID number, AHV number, family circumstances, etc.)
- Financial information (e.g. data on bank details, investments or shareholdings)
- Mandate data, depending on the mandate, e.g. tax information, articles of association, minutes, employee data (e.g. salary, social insurance), accounting data
- Personal data requiring special protection: These personal data may also include personal data requiring special protection, such as data on health, religious beliefs or social assistance measures, especially if we provide payroll processing or accounting services.

We process this personal data for the described purposes based on the following legal grounds:

- Conclusion or performance of a contract with the data subject or for the benefit of the data subject (e.g., when we perform our contractual obligations)



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- Fulfillment of a legal obligation (e.g., when we are required to disclose information)
- Safeguarding legitimate interests, in particular our interest in providing optimal service to our customers.

5.3. Use of our webpage

No personal data need to be disclosed in order to use our website. However, the server collects a number of user information with each call, which are temporarily stored in the log files of the server.

When using this general information, no assignment to a specific person takes place. The collection of this information or data is technically necessary to display our website and to ensure its stability and security. This information is also collected in order to improve the website and analyze its use.

In particular, this involves the following information:

- Contact information (e.g. last name, first name, address, phone number, e-mail)
- Other information that you submit to us via the website
- Technical information automatically transmitted to us or our service providers, information about user behavior or website settings (e.g. IP address, UDI, device type, browser, number of clicks on the page, clicks on links, etc.), and other information.

We process this personal data for the described purposes based on the following legal bases:

- safeguarding legitimate interests, (e.g. for administrative purposes, to improve our quality, analyze data or to publicize our services).
- Consent (e.g. to the use of cookies).

5.4. Direct communication and visit

If you contact us (e.g. via telephone, e-mail or chat) or if we contact you, we process the personal data required for this purpose. We also process this personal data when you visit us. In this case, you may be required to leave your contact details before visiting us or at reception. We keep this information for a certain period of time to protect our infrastructure and information.

We use the "Microsoft Teams" service to conduct conference calls, online meetings, video conferences and/or webinars ("Online Meetings").

In particular, we process the following information:

- Contact information (e.g. surname, first name, address, telephone number, e-mail).
- Marginal data on communication (e.g. IP address, duration of communication, communication channel)
- Recordings of conversations, e.g., during video conferences
- Other information uploaded, provided or created by the user during the use of the video conferencing service, as well as metadata used for the maintenance of the service provided
Additional information about the processing of personal data by Microsoft Teams can be found in their privacy statements.
- Personal information (e.g., occupation, position, title, employer company).
- Time and reason for visit.

We process this personal data for the described purposes based on the following legal bases:



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- Fulfillment of a contractual obligation with the data subject or for the benefit of the data subject, including contract initiation and possible enforcement (provision of a service).
- Safeguarding legitimate interests (e.g. security, traceability as well as processing and administration of customer relationships).

5.5. Applications

You can submit your application for a position with us by mail or via the e-mail address provided on our website. The application dossier and all personal data disclosed to us with it will be treated in strict confidence, will not be disclosed to any third party and will only be processed for the purpose of processing your application for employment with us. Without your consent to the contrary, your application file will either be returned to you or deleted/destroyed after the application process has been completed, unless it is subject to a legal obligation to retain it. The legal basis for processing your data is your consent, the fulfillment of the contract with you and our legitimate interests.

In particular, we process the following information:

- Contact information (e.g. surname, first name, address, telephone number, e-mail).
- Personal information (e.g. profession, function, title, employer company)
- Application documents (e.g. letter of motivation, certificates, diplomas, curriculum vitae)
- Assessment information (e.g. assessment by personnel consultants, reference information, assessments)

We process this personal data for the purposes described based on the following legal grounds:

- Safeguarding legitimate interests (e.g. hiring new employees)
- Consent

5.6. Supplier, service provider, other contract partners

When we enter into a contract with you to provide a service to you, we process personal data about you or your employees. We need this data to communicate with you and to use your services. We may also process this personal data to ensure that we do not enter into any unwanted risks, e.g. with regard to money laundering or sanctions, when working with you.

In particular, we process the following information:

- Contact information (e.g. surname, first name, address, telephone number, e-mail).
- Personal information (e.g. profession, function, title, employer company).
- Financial information (e.g. data on bank details).

We process this personal data for the purposes described based on the following legal grounds:

- Conclusion or execution of a contract with the data subject or for the benefit of the data subject, including contract initiation and possible enforcement.
- Safeguarding legitimate interests, (e.g. avoidance of conflicts of interest, protection of the company, enforcement of legal claims).

6. Tracking-Technologies

We use cookies on our website. The use of cookies serves on the one hand to make the use of our offer more pleasant for you. For example, we use so-called session cookies to recognize that you have already visited individual pages of our website. These are automatically deleted after you leave our site.

In addition, we also use temporary cookies to optimize user-friendliness, which are stored on your terminal device for a certain fixed period of time. If you visit our site again to use our services, it is automatically recognized that you have already been to our site and which entries and settings you have made so that you do not have to enter them again. On the other hand, we use cookies to statistically record the use of our website and to evaluate it for the purpose of optimizing our offer for you.

These cookies allow us to automatically recognize that you have already been with us when you visit our site again. These cookies are automatically deleted after a defined period of time.

The data processed by cookies are necessary for the aforementioned purposes.

7. Web analysis

In order to obtain information about the use of our website, to improve our Internet offering and to be able to address you with advertising on third-party websites or on social media, we use Google Analytics,.

This tool is provided by third-party vendors. As a rule, the information collected for this purpose about the use of a website is transmitted to the third-party provider's server through the use of cookies or similar technologies. Depending on the third-party provider, these servers may be located abroad.

The transmission of the data usually takes place with shortening of the IP addresses, which prevents the identification of individual end devices. A transmission of this information by third-party providers only takes place due to legal regulations or in the context of order data processing.

7.1. Google Analytics

We use Google Analytics, the web analytics service of Google LLC, Mountain View, California, USA, responsible for Europe is Google Limited Ireland ("Google") on our websites. To deactivate Google Analytics, Google provides a browser plug-in at <https://tools.google.com/dlpage/gaoptout?hl=de>. Google Analytics uses cookies. These are small text files that make it possible to store specific information related to the user on the user's terminal device. These enable an analysis of the use of our website offer by Google. The information collected by the cookie about the use of our pages (including your IP address) is usually transmitted to a Google server in the U.S. and stored there.

We would like to point out that on this website Google Analytics has been extended by the code "gat._anonymizeIp();" to ensure anonymized collection of IP addresses (so-called IP masking). If anonymization is active, Google truncates IP addresses within member states of the European Union or in other contracting states to the Agreement on the European Economic Area, which is why no conclusions can be drawn about your identity. Only in exceptional cases will the full IP address be transferred to a Google server in the USA and shortened there. Google may associate your IP address with other data held by Google. For data transfers to the USA, Google has committed itself to sign and comply with the EU standard contractual clauses.

8. Data forwarding and transmission

We will only disclose your data to third parties if this is necessary to provide our service, if these third parties provide a service for us, if we are required to do so by law or by the authorities, or if we have an overriding interest in disclosing the personal data. We will also disclose personal data to third parties if you have given your consent or requested us to do so.

Not all personal data is transmitted in encrypted form as standard. Unless explicitly agreed otherwise with the customer, accounting data, salary administration data, salary slips and salary statements are transmitted unencrypted.

The following categories of recipients may receive personal data from us:

- Branches, parent, subsidiary or affiliate companies and other Group companies.
- Service providers (e.g. IT service providers, hosting providers, suppliers, consultants, lawyers, insurance companies).
- Third parties within the scope of our legal or contractual obligations, authorities, government institutions, courts.

We conclude contracts with service providers who process personal data on our behalf, obliging them to ensure data protection. The majority of our service providers are located in Switzerland or in the EU / EEA.

Due to the use of the latest technologies (e.g. cloud solution), it cannot be ruled out that your data may end up abroad -- even outside the EU or EEA. The corresponding countries may not have laws that protect your personal data to the same extent as in Switzerland or in the EU or EEA area (e.g. USA).

If data transfer to other countries that do not have an adequate level of data protection is necessary, this will be done on the basis of the EU standard contractual clauses (e.g. in the case of Google) or other suitable instruments).

9. Duration of the retention of personal data

We process and store your personal data as long as it is necessary for the fulfillment of our contractual and legal obligations or otherwise the purposes pursued with the processing, i.e., for example, for the duration of the entire business relationship (from the initiation, processing to the termination of a contract) and beyond that in accordance with the statutory retention and documentation obligations. In this context, it is possible that personal data will be retained for the time during which claims can be asserted against our company (i.e. in particular during the statutory limitation period) and to the extent that we are otherwise legally obliged to do so or legitimate business interests require this (e.g. for evidence and documentation purposes). As soon as your personal data is no longer required for the above-mentioned purposes, it will be deleted or anonymized as a matter of principle and as far as possible. For operational data (e.g. system logs, logs), shorter retention periods of twelve months or less apply in principle.

10. Data security

We take appropriate technical and organizational security measures to protect your personal data from unauthorized access and misuse, such as issuing instructions, training, IT and network security solutions, access controls and restrictions, encryption of data carriers and transmissions, pseudonymization and controls.



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11. Obligation to provide Personal Data

In the context of our business relationship, you must provide those personal data that are necessary for the establishment and implementation of a business relationship and the fulfillment of the associated contractual obligations (you generally do not have a legal obligation to provide us with data). Without this data, we will not be able to enter into or perform a contract with you (or the entity or person you represent). Also, the website cannot be used if certain traffic-securing information (such as IP address) is not disclosed.

12. Your rights

You have the following rights in connection with our processing of personal data:

- The right to information about the personal data we hold about you, the purpose of the processing, the origin and the recipients or categories of recipients to whom personal data is disclosed.
- Right to rectification if your data is incorrect or incomplete.
- Right to restrict the processing of your personal data
- Right to request the deletion of the processed personal data
- Right to data portability
- Right to object to data processing or to withdraw consent to the processing of personal data at any time without giving reasons.
- Right to complain to a competent supervisory authority, where provided for by law.

To exercise these rights, please contact us at the address given in section 1.

Please note, however, that we reserve the right to assert the restrictions provided for by law on our part, for example if we are obliged to retain or process certain data, have an overriding interest in doing so (insofar as we are entitled to rely on this) or require you to do so in order to assert claims. If you incur costs, we will inform you in advance.

13. Change of data privacy policy

We expressly reserve the right to change this privacy policy at any time.

Last change: August 2023