

# Data protection declaration – fulfillment of information obligations

Thank you for visiting the website of **MGME Neurotech GmbH** (hereinafter referred to as “**MGME**”). **MGME** values the protection of your data and would like to inform you in detail about the processing of personal data.

This privacy policy provides you with insights into data processing within **MGME** and when using the website. The legal basis for the processing is the General Data Protection Regulation (hereinafter “**GDPR**”) and the Swiss Federal Act on Data Protection (hereinafter “**FADP**”).

## 1 Controller for data processing

The controller pursuant to Art. 4 para. 7 GDPR and Art. 5 let. j FADP is

### **MGME Neurotech GmbH**

Freilagerstrasse 99  
8047 Zurich  
Switzerland

Tel: +41 77 520 6564

Email: [hello@mgme-neurotech.com](mailto:hello@mgme-neurotech.com)

The company has appointed a data protection officer/consultant. This person can be contacted at [bvm@meineberater.at](mailto:bvm@meineberater.at)

## 2 Data processing in the business environment

### 2.1 Data processing in accordance with Art. 13 & 14 GDPR and Art. 19 FADP

**MGME** processes data that is transmitted by various persons through their own information, for example while establishing contact via the contact form on the website or as part of an application and generally when concluding contracts.

In addition, **MGME** processes personal data that is not provided by the data subject. This is the case, for example, when managing directors provide the name and contact details of their employees during collaborations on projects or business relationships.

### 2.2 Affected persons

The following data of **interested parties** is processed: Company, name of contact person and professional contact and address data.

The following data is processed from **business customers** (companies, assessment centers, coaches): Company, name of contact persons, professional address and contact data, bank data and contract data.

The following data is processed from **contractual partners**: Company, name data of contact persons, address data, contact data, contract data, bank information.

## 2.3 Legal bases

### 2.3.1 GDPR

Within the scope of the applicability of the GDPR, **MGME** bases the respective processing on:

- **consent** (e.g. when processing email addresses for advertising purposes) pursuant to Art. 6 para. 1 lit. a GDPR
- the **initiation and fulfillment of the contract** pursuant to Art. 6 para. 1 lit. b GDPR
- **legal obligations** (e.g. statutory retention and documentation obligations) pursuant to Art. 6 para. 1 lit. c GDPR,
- **legitimate interests** of the company (e.g. use of software) pursuant to Art. 6 para. 1 lit. f GDPR

**MGME** will inform you separately about the legal basis and the purpose of the processing for each data processing operation described below.

### 2.3.2 FADP

Within the scope of applicability of the Swiss FADP, your data will be processed in compliance with the principles of Art. 6 FADP.

In contrast to the GDPR, data processing is generally permitted in the FADP and does not require a specifically mentioned legal basis (permission or consent). If your consent is required for processing, you will be informed separately.

## 2.4 Forwarding of data

Your personal data will be passed on for the purpose of fulfilling the contract to provide you with **MGME's** services.

- **Disclosure to processors:** **MGME** works with processors and transfers personal data to them in order to provide its services efficiently. These include companies that handle, for example, contract fulfillment, payments, account management, sending newsletters and IT services.
- **Other disclosure:** **MGME** reserves the right to disclose personal data, for example to authorities or lawyers, if this is required by law or in the context of a legal dispute.

## 2.5 Retention/deletion of data

- **Contractual retention obligations:** After termination of a contractual relationship or after the end of contractually agreed periods, **MGME** deletes or anonymizes data, if there are no statutory retention periods to the contrary.

- **Withdrawal of consent:** If you withdraw your consent to the processing of your personal data, **MGME** will delete or anonymize your data unless there is another legal basis for the processing.
- **Statutory retention obligations:** In order to comply with statutory retention periods (e.g. based on tax laws - or accounting regulations), **MGME** is obliged to continue to store personal data for a period specified by law even after the end of the contract or revocation of consent. After these periods have expired, **MGME** will delete or anonymize your data.

## 2.6 Contact us

If you contact **MGME** by email, telephone, contact form on the website or via social media, **MGME** stores your transmitted data in order to answer your inquiries. Once processing has been completed, **MGME** will delete the data or restrict its processing in accordance with applicable statutory retention obligations.

Legal basis: Art. 6 para. 1 lit. f GDPR (legitimate interest)

## 2.7 Applicants

- **General:** If you send **MGME** your application documents, your personal data contained therein will be processed for the purpose of personnel selection and recruitment. In the event of a rejection, **MGME** will delete your documents immediately (provided there are no statutory retention periods to the contrary) after sending the rejection to you.  
Legal basis: Art. 6 para. 1 lit. b GDPR (contract initiation and fulfillment)

Should **MGME** wish to keep you on record for contact at a future date, **MGME** will approach you with a separate request for your consent. If you explicitly give this consent, **MGME** will store your application documents. If there is no further opportunity to fill a position at **MGME** within one year, all your applicant data will be deleted one year after you have given your consent to **MGME**.

Legal basis: Art. 6 para. 1 lit. a GDPR (consent)

- **Application platforms:** **MGME** uses various online application platforms to recruit employees. People who are interested in working at **MGME** have the opportunity to apply directly via a form provided by the operator of the application platform. Applicants decide for themselves which data they make available when using such an online platform. Personal data entered and documents uploaded will be forwarded to **MGME** by the operator of the application platform. Both the application platform and **MGME** process this data as the controller within the meaning of the GDPR/FADP. Please note the data protection declarations of the respective portal operators.  
Legal basis: Art. 6 para. 1 lit. b (contract initiation and fulfillment)

### 3 Data processing when taking part in EyeQ assessments

If you participate in the EyeQ assessment, you will find all the explanations regarding data processing directly during registration on [www.eyeqcoach.com](http://www.eyeqcoach.com) and [www.eyeqnexus.com](http://www.eyeqnexus.com).

### 4 Social media

**MGME** maintains a social media presence on LinkedIn (LinkedIn Ireland Unlimited Company, Wilton Place, Dublin 2, Ireland). When visiting the social media site, personal data, including the IP address, is processed by LinkedIn and cookies are used for data collection. Please refer to LinkedIn's privacy policy to see exactly what information is transmitted. There you will also find information about contact options and various privacy settings.

**MGME** is committed to comprehensive customer satisfaction and uses these services primarily to be able to contact and communicate with you.

The data collected by LinkedIn may be sent to a server in the United States and stored there. **MGME** has no influence or control over the type and extent of the data processed by LinkedIn, the way the data is processed and used, or its transfer to third parties. For options to restrict the processing of this data in the respective settings of these services, please refer to the detailed descriptions in LinkedIn's privacy policy.

**MGME** would also like to point out that you use LinkedIn and its functions on your own responsibility. This applies in particular to the use of the interactive functions (e.g. sharing, commenting or rating).

**MGME** has entered into an agreement with LinkedIn on the joint responsibility for data processing. The use of LinkedIn is based on **MGME's** legitimate business interest.

Legal basis: Art. 6 para. 1 lit. f GDPR (legitimate interest)

### 5 Informational use of the website

When using the website for information purposes only, only the personal data that your browser transmits to **MGME's** server (server log files) is collected. If you wish to view the website, **MGME** collects at most the data that is technically necessary to display the website to you and to ensure stability and security:

- IP address
- Date and time of the request
- Time zone difference to Coordinated Universal Time (UTC)
- Content of the request (specific page)
- Access status/HTTP status code
- Website from which the request comes
- Browser

- Operating system and its interface
- Language and version of the browser software

This data is not merged with personal data sources. **MGME** reserves the right to review this data retrospectively if there is concrete evidence of illegal use and to pass the data on to the law enforcement authorities.

Legal basis: Art. 6 para. 1 lit. f GDPR (legitimate interest)

## 6 Cookies

Cookies are stored on your computer when you use the website. Cookies are small text files that are stored on your hard drive and assigned to the browser you are using and through which certain information flows to the party that sets the cookie (in this case **MGME** or a third-party provider). Cookies cannot launch programs or transmit viruses to your computer.

The cookie allows you to be recognized when you visit the website without having to re-enter data that you have already entered.

The information contained in cookies is used, for example, to determine whether you are logged in or what data you have already entered, or to recognize you as a user when a connection is established between **MGME**'s web server and your browser.

**MGME** distinguishes between technical cookies, which are used exclusively to ensure the operation of a website, and other cookies that are set by **MGME** or third-party providers for the purposes of statistical analysis, tracking or advertising/marketing.

Legal basis: Art. 6 para. 1 lit. f GDPR (legitimate interest; for technical cookies), Art. 6 para. 1 lit. a GDPR (consent; for all other cookies)

## 7 Data transfer to a third country

It cannot be ruled out that personal data may be transferred to an insecure third country (countries without an adequate level of data protection) when visiting the website. If this is the case, **MGME** will point this out separately in this privacy policy.

The GDPR requires so-called appropriate safeguards in accordance with Art. 46 GDPR for data transfers to an insecure third country or an international organization.

The FADP requires a decision by the Swiss Federal Council stating that the legislation of the country concerned guarantees adequate protection.

In the case of data processing of personal data in a third country or in the case of data processing by US data recipients who have not submitted to the regulations of the EU-US Data Privacy Framework or Swiss-US Data Privacy Framework, the following risks in particular cannot currently be ruled out for you as a data subject:

- Your personal data could possibly be passed on to other third parties (e.g. US, Chinese or Indian authorities) by the respective service provider beyond the actual purpose of order fulfillment.
- You may not be able to assert or enforce your rights to information against the respective service provider in the long term.
- There may be a higher probability that incorrect data processing may occur because the technical organizational measures for the protection of personal data do not fully meet the requirements of the GDPR in terms of quantity and quality.

By giving your consent to the processing of (advertising and marketing) cookies, you explicitly consent to the transfer of data to a third country. You can remove cookies stored on your PC yourself at any time by deleting the temporary internet files.

Legal basis: Art. 6 para. 1 lit. a GDPR (consent)

## 8 Data processing when using Google services

**MGME** uses the services of Google Ireland Limited ("Google"), a company incorporated and operated under Irish law with its registered office at Gordon House, Barrow Street, Dublin 4, Ireland, on its website.

Further information can be found in Google's privacy policy at <https://policies.google.com/privacy?hl=en-US>

### 8.1 Google Fonts

**MGME** uses Google Fonts on its website. To ensure a uniform and appealing display of the fonts and icons, your browser loads the required fonts into your browser cache. To do this, it is necessary for the browser you are using to contact the Google Fonts servers, which means that Google Fonts becomes aware that the **MGME** website has been accessed via your IP address.

Legal basis: Art. 6 para. 1 lit. a GDPR (consent)

### 8.2 Google Maps

**MGME** uses the Google Maps service on this website. This enables **MGME** to show you interactive maps directly on the website and allows you to use the map function conveniently. When you visit the website, Google receives the information that you have accessed the corresponding subpage of the website. In addition, the data already mentioned under "Informational use of the website" is transmitted. This occurs regardless of whether Google provides a user account through which you are logged in or whether no user account exists. If you are logged in to Google, your data will be assigned directly to your account. If you do not wish your data to be associated with your Google profile, you must log out before giving your consent. Google will store your information, such as usage profiles, and use it for the purposes of advertising, market research and/or the design of Google services. Such an evaluation is carried out in particular (even for users who are not logged in) to provide needs-based

advertising. You have the right to object to the creation of these user profiles, whereby you must contact Google to exercise this right.

Legal basis: Art. 6 para. 1 lit. a GDPR (consent)

## 9 Cookie Law Info (Consent Management)

**MGME**'s website uses the consent management tool "Cookie Law Info" from CookieYes Limited, 3 Warren Yard Warren Park, Wolverton Mill, Milton Keynes, MK12 5NW, United Kingdom.

The consent management tool records and stores the selection of cookies and services requiring consent of the respective visitor to **MGME**'s website. The use of the consent management tool ensures that statistical, functional and marketing cookies and services requiring consent are only set or loaded when the website visitor has given their explicit consent.

The tool records, logs and saves the website visitor's settings. The consent tool collects, transmits and stores certain user information (including the IP address) so that the selected settings can be clearly assigned to the respective website visitor.

For more information, please refer to the Cookie Law Info privacy policy at:

<https://www.cookie law info.com/privacy-policy/> .

Legal basis: Art. 6 para. 1 lit. f GDPR (legitimate interest)

## 10 Gravatar

**MGME** has integrated the Gravatar plug-in of the provider Automattic Inc, 60 29th Street #343 San Francisco, 94110 California, USA, on its website. Aut O'Mattic A8C Ireland Ltd, Grand Canal Dock, 25 Herbert Pl, Dublin, D02 AY86, Ireland is responsible for the European region.

Gravatar allows users to create a profile picture that is automatically displayed on all websites that support Gravatar as soon as the user leaves a comment or logs in.

When you leave a comment or sign up on **MGME**'s website, an anonymized string created from your email address (also called a hash) may be sent to the Gravatar service to verify that you are using it. If you use the Gravatar service, your profile picture will be publicly displayed in connection with your comment or profile on **MGME**'s website after your comment or registration has been approved.

For more information, please refer to Gravatar's privacy policy at

<https://automattic.com/privacy/> .

Legal basis: Art. 6 para. 1 lit. a GDPR (consent)



## 11 Vimeo

**MGME** uses the plugins of the provider Vimeo on its website. Vimeo is operated by Vimeo, LLC, headquartered at 555 West 18th Street, New York, New York 10011.

When you access the website with such a plugin, a connection to the Vimeo servers is established and the plugin is displayed. The Vimeo server is then informed which website you have accessed. An assignment to your personal user account takes place if you are logged in as a member of Vimeo. By clicking on the plugin, e.g. the play button at the beginning of a video, this information is also assigned to the respective user account. If you do not agree with the assignment, you can prevent this. To do this, please log out of your account before accessing the **MGME** website and delete the relevant cookies.

Further information on data processing and information on data protection by Vimeo can be found at: <https://vimeo.com/privacy>.

Legal basis: Art. 6 para. 1 lit. a GDPR (consent)

## 12 Your rights

### 12.1 GDPR

In the context of the applicability of the GDPR, you have the following rights towards **MGME** regarding your personal data:

- Right to information, rectification and deletion
- Right to restriction of processing
- Right to object to the processing
- Right to data portability
- Right to lodge a complaint with the data protection authority in your country

If you are of the opinion that **MGME** has violated data protection law in the processing of your data and thereby infringed your rights, you are kindly asked to contact **MGME** to clarify any questions you may have.

Please send your inquiries and concerns by email to [hello@mgme-neurotech.com](mailto:hello@mgme-neurotech.com) or contact **MGME** using the contact details provided.

### 12.2 DSG

Within the scope of applicability of the DPA, you have the following rights towards **MGME** regarding your personal data:

- Right to information
- Right to data output or transfer
- Right to rectification
- Right to lodge a complaint with the Federal Data Protection and Information Commissioner



In addition, you can bring actions for the protection of personality rights in accordance with Art. 28, 28a and 28g-28l of the Civil Code.

If you are of the opinion that **MGME** has violated Swiss data protection law in the processing of your data and thereby infringed your rights, you are kindly asked to contact **MGME** to clarify any questions you may have.

Please send your inquiries and concerns by email to [hello@mgme-neurotech.com](mailto:hello@mgme-neurotech.com) or contact **MGME** using the contact details provided.

### **13 Changes to this privacy policy**

**MGME** reserves the right to make changes to this privacy policy from time to time. All changes to the privacy policy will be published by **MGME** on this page. Please refer to the latest version of the privacy policy.

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