Data protection declaration – fulfillment of information obligations

Thank you for visiting the website of **MGME Neurotech AG** (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 AG
Freilagerstrasse 99
8047 Zurich
Switzerland

Tel: +41 77 520 6564

Email: hello@mgme-neurotech.com

The company has appointed a data protection officer/consultant. This person can be contacted at 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.

When you use the contact form on the website, MGME processes the data you enter, e.g. your name, company, email address, the reason for your request (e.g. general inquiry, demo request or sample report) and your message. Depending on the reason you select, your request is forwarded to the responsible MGME team. The contact form is protected by Google reCAPTCHA (see "Google reCAPTCHA" below). Google reCAPTCHA is only loaded with your consent. Alternatively, you can contact MGME by email at hello@mgme-neurotech.com.

Legal basis: Art. 6 para. 1 lit. b GDPR (pre-contractual measures, where your request relates to a contract) and 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 and www.eyeqnexus.com .

The current privacy notices for EyeQ Coach and EyeQ Nexus can be viewed at any time in the respective application under "My Account". Organizations using EyeQ Nexus will also find MGME's Data Processing Agreement (DPA) there.

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 Tag Manager and Google Analytics

MGME uses Google Tag Manager on its website. Google Tag Manager is a tool for managing website tags. It does not itself set cookies or create user profiles, but it loads other services, such as Google Analytics, once you have consented to them. When a page is loaded, your IP address is technically transmitted to Google; according to Google, these log data are deleted within 14 days. The legal basis for the use of Google Tag Manager is Art. 6 para. 1 lit. f GDPR (legitimate interest in the efficient management of the website).

MGME uses Google Analytics 4 to understand how visitors use the website (e.g. pages visited, time spent on the website, device and browser information, approximate location). Google Analytics uses cookies for this purpose. Google Analytics 4 does not store IP addresses. The information is generally transmitted to Google servers and may also be processed in the USA. Google LLC is certified under the EU-US Data Privacy Framework and the Swiss-US Data Privacy Framework. Google Analytics is only loaded once you have given your consent in the cookie banner. You can withdraw your consent at any time via the cookie settings.

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

8.2 Google reCAPTCHA

MGME uses Google reCAPTCHA to protect the contact form on its website against spam and automated misuse. reCAPTCHA analyzes the behavior of the website visitor on the basis of various characteristics (e.g. IP address, time spent on the website, mouse movements) to determine whether an entry is made by a human or by an automated program. This data is transmitted to Google and may also be processed in the USA. Google LLC is certified under the EU-US Data Privacy Framework and the Swiss-US Data Privacy Framework. reCAPTCHA is only used on the contact page. It is only loaded if you have consented to functional cookies in the cookie banner or if you click on "Load spam check" in the contact form; before that, no data is transmitted to Google. If you do not wish to use reCAPTCHA, you can contact MGME by email at hello@mgme-neurotech.com instead. You can withdraw your consent at any time with effect for the future via the cookie settings. In the reCAPTCHA administration console, MGME only sees aggregated statistics (e.g. the number of checks and the share of requests classified as suspicious), not data on individual visitors.

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

9 CookieYes (Consent Management)

MGME's website uses the consent management tool "CookieYes" 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 CookieYes privacy policy at: https://www.cookieyes.com/privacy-policy/ .

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

10 YouTube

MGME embeds videos from the YouTube platform on its website. YouTube is operated by Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland. The videos are embedded in privacy-enhanced mode (youtube-nocookie.com).

The video player is only loaded when you click on a video. A notice on the video preview image informs you about this before you click. Only then is a connection to the YouTube servers established, YouTube receives your IP address and is informed which page of the website you have visited. If you are logged in to your YouTube or Google account, YouTube can assign this information to your account. You can prevent this by logging out beforehand. When a video is played, YouTube may store cookies or similar technologies on your device. Data may also be transmitted to servers of Google LLC in the USA.

Further information on data protection at YouTube can be found in Google's privacy policy at https://policies.google.com/privacy .

Legal basis: Art. 6 para. 1 lit. a GDPR (consent, given by clicking on the video)

11 Your rights

11.1 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 or contact MGME using the contact details provided.

11.2 FADP

Within the scope of applicability of the FADP, 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 or contact MGME using the contact details provided.

12 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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