## **PRIVACY POLICY**

This privacy policy applies between you, the User of this Website and FiCAS AG ("the Company"), the owner and provider of this Website. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website.

This privacy policy applies only to the actions of the Company and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

The Company is the controller of the data and determines the purposes for which, and the manner in which, your Data is processed.

The Data we may collect includes personal Data, from you such as name, profession, contact Information such as email addresses and telephone numbers, IP address (automatically collected), web browser type and version (automatically collected), operating system (automatically collected).

We collect Data that is given to us by you and Data that we collect automatically.

The collection of Data that is given to us by you occurs – for instance – when you contact us through the Website, or through any other means, when you elect to receive marketing communications from us, and when you use our services.

To the extent that you access the Website, we will collect your Data automatically, for example we automatically collect some information about your visit to the Website, such as your IP address, the date, times and frequency with which you access the Website and the way you use and interact with its content. We will also collect your Data automatically via cookies, in line with the cookie settings on your browser.

Data may be used by us for internal record keeping, improvement of our products/services, transmission by email of marketing materials that may be of interest to you, contact for market research purposes which may be done using email, telephone, fax, or mail.

We may share your Data with any of our group companies or affiliates – for marketing and product targeting, with our employees, agents and/or professional advisors – for marketing purposes, and with third party service providers who provide services to us which require the processing of personal data – for marketing and product targeting.

We will use technical and organizational measures to safeguard your Data. Provisions include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorized access to your Data, please let us know immediately by contacting us via this e-mail address: info@ficas.com.

Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted. Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

You have the following rights in relation to your Data: 1) Right to access – the right to request (i) copies of the information we hold about you at any time, or (ii) that we modify, update or delete such information. If we provide you with access to the information we hold about you, we will not charge you for this, unless your request is "manifestly unfounded or excessive." Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reasons why. 2) Right to correct – the right to have your Data rectified if it is inaccurate or incomplete. 3) Right to erase – the right to request that we delete or remove your Data from our systems. 4) Right to restrict our use of your Data – the right to "block" us from using your Data or limit the way in which we can use it. 5) Right to data portability – the right to request that we move, copy, or transfer your data. 6) Right to object – the right to object to our use of your Data including where we use it for our legitimate interests.

To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this e-mail address: info@ficas.com.

This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

The Company reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.



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