

Data protection agreement

1 Information from jacando AG on data protection

We will ensure that all personal data will be collected, processed and used with strict adherence to all data protection regulations in Swiss law and in particular to the federal Data Protection Act (Datenschutzgesetz – DSG). Those of our employees involved in the processing and use of personal data are bound by us to keep the data confidential, and this obligation continues to apply after the end of their employment with us. We securely store the data entrusted to us by customers and applicants. jacando AG will not sell, exchange or otherwise engage in the unauthorised use of personal data and information, and nor will we permit the unauthorized transfer of personal data to other companies or organisations.

2 Collection and use of personal data

In order to provide its services, jacando AG will – subject to strict adherence to data protection regulations – collect, save, process, and use the personal data entrusted to it, always provided that the customer has, by accepting of our terms and conditions of business, consented to the collection, saving, processing and use of the personal data necessary for the provision of our services (fulfillment of a contract) to our customer (= Recipient of the data, visible in the use of the application). The purpose of the data collection is the usage of our HR Cloud Software for Applicants (Contact, Communication, Documents) and Employee (Contact, Communication, Documents) Management, This acceptance is recorded by jacando AG and can be revoked.

3 Use of cookies

Some of the services we provide require the use of cookies. We use cookies to optimise the user's online experience and tailor our services to the user's individual preferences. A cookie is a text file that is saved either temporarily (session cookies) or permanently (permanent cookies) on the user's hard drive. Cookies are not used to run programmes or load viruses onto the computer. The main purpose of cookies is to enable us to offer an individually tailored service that makes the most efficient use possible of the user's time. Most browsers have a default setting to accept cookies. Users can set their browser to refuse cookies or to request confirmation from the user before accepting them. If cookies are refused, we cannot guarantee that all data will be recorded. jacando AG uses Google Analytics, a web analysis service provided by Google Inc. ('Google'). Google Analytics uses cookies that enable usage of a website to be analysed. The information generated by cookies regarding usage of the website is usually transferred to, and saved on, a server operated by Google in the USA. In the event of IP anonymisation, the user's IP address will, within the member states of the European Union or in other states signatory to the Agreement on the European Economic Area, nonetheless be shortened (and thereby anonymised) beforehand. In exceptional cases, the full IP address may be transferred to a Google server in the US and saved there in shortened form. jacando AG may request Google to use this information to assess the use of the website, compile reports into website activity, and to provide additional services relating to the use of the website and of the internet in general on behalf of jacando AG. The IP address transferred from the user's browser as part of the Google Analytics service will not be merged with other data held by Google. Users can prevent cookies being saved on their computer by adjusting their browser settings. In addition, jacando AG itself uses cookies in order to collect, process and use data relating to usage. Using cookies helps jacando AG to make the interfaces of its website more userfriendly, user-focused, effective, and secure.

4 Analysis and Statistics

The website is monitored and analysed using analytical services. The data analysed using this service do not include your personal data. This service enables us to determine the number of visits, geographical data, and information about the browser and operation system from which the website is accessed. All this information is used for the purpose of improving the website and its content, and also for the purpose of legal protection.

List of services used:

Google Analytics - more information available at <https://www.google.com/intl/cs/policies/privacy/>

Smartlook - more information available at <https://www.smartlook.com/help/privacy-statement/>

Trychameleon - more information available at <https://www.trychameleon.com/privacy>

Intercom - more information available at <https://www.intercom.com/terms-and-policies#privacy>

Wootric - more information available at <https://www.wootric.com/company/privacy/>

5 Deletion and correction of personal data

At any time, users have the right to use their profile to see, correct, add to or delete the personal data held about them and the settings of their user account. Users also have the right at any time to withdraw their permission for the site owner to continue to collect and store their voluntarily offered data.

6 Data Protection Officer / Responsible Body

As data protection officer / responsible body in the EU is

Mr. Asmus Eggert

mip Consult GmbH

Alte Jakobstr. 77

10179 Berlin

Tel. +49-30-20 88 999 0

E-Mail: sofortdatenschutz@mip-consult.de

ordered.

7 The EU representative appointed in accordance with Article 27 EU GDPR is:

TWU Immobilien GmbH & Co. KG

Goethestraße 32

79100 Freiburg

Deutschland

info@twu.de

8 Right to complain to supervisory authorities

According to Art. 77 GDPR, users have the opportunity to complain to a supervisory authority if they believe that the processing of their personal data is unlawful.

9 Right of amendment

jacando AG reserves the right to change this statement on data protection at any time, subject to legal provisions.

jacando AG Basel, 05.2018