

Privacy Policy

At Boost People, we're serious about the security of the data on our servers and the protection of the privacy of our customers. We deploy state of the art technical and organizational security controls during our business operations, to provide our services and products to our customers. We continually protect your information against loss, misuse, unauthorized access, unauthorized disclosure, manipulation and/or destruction. We apply applicable data protection laws to the processing of your Personal Data.

Who we are

The controller of your Personal Data is:

Boost People GmbH

Hinterbergstrasse 20

CH-6312 Steinhausen

References in this privacy policy to "Boost People", "we" or "us" are references to Boost People GmbH.

Thus, Boost People obtains your Personal Data among others when you work at Boost People, respond or apply to a job-vacancy or you send Boost People an email. This Personal Data can be:

- your name, your address, your telephone number, your e-mail address, and/or information we need to deliver you the service you want or to contact you directly;
- financial information, for example payroll-related information;
- information provided to us by or on behalf of you or generated by us in the course or providing services to you;

- information provided to us for the purposes of attending meetings, seminars and events;
- information in relation to materials and communications we send to you electronically, for example online tutorials;
- any other information relating to you which you may provide to us.

When you register with us and provide us your information, we make it clear to you what the purpose is of collecting and processing that Personal Data. Where we ask for your consent, you are always able to, later, revoke that consent at any time.

- **How we use your Personal Data (purpose)**

We use your Personal Data:

- to communicate with you;
- to provide and improve our services to our customers, including Personal Data of others provided to us or collected by us on behalf of our customers, administration and marketing processes;
- to manage our relationship with you and with our customers;
- to comply with our legal, regulatory and risk management obligations, including establishing, exercising or defending legal claims. You are generally under no obligation to disclose Personal Data to us, unless you have a contractual relationship with us that foresees such obligation. Yet, in order to conclude and perform a contract, we must collect and process the Personal Data which is necessary for such conclusion and for the fulfilment of the contractual and associated obligations as well as for the fulfilment of legal obligations. Moreover, when using a website, it is necessary to process log data and certain other data. Also, in relation to

communications between you and us, we must process at least the Personal Data that you provide to us or that we provide to you.

Sharing with Third Parties

We may assign other companies to perform tasks on our behalf and may share your Personal Data, like your address, with them. The trusted third parties we will share your Personal Data will include:

- business management services (e.g. accounting or asset management);
- consulting services, e.g. services of tax consultants, lawyers, management consultants, consultants in the field of personnel recruitment and placement;
- IT services, e.g. services in the areas of data storage (hosting), cloud services, CRM, sending e-mail newsletters, data analysis and refinement etc.;
- credit and background check or debt collection agencies, e.g. if you are interested to become our customer or if due receivables are not paid.

With such companies we have a long-term agreement that includes a data processor agreement, which is in line with the data-privacy and protection requirements that we maintain ourselves on all the Personal Data we receive and process. We certainly do not sell your data to third parties.

For the purposes set out in this Policy and where necessary, we may share Personal Data with courts, regulatory authorities, government agencies and law enforcement agencies. While it is unlikely, we may be required to disclose your information to comply with legal or regulatory requirements. We will use reasonable endeavors to notify you before we do this, unless we are legally restricted from doing so.

If we look to use your Personal Data for a new purpose, beyond what it was originally provided for, we will ask for your explicit consent.

The Boost People databases are located on servers in Switzerland on-premise and with an external housing partner, or on hosting platforms within the EU where we have full control of the hardware, virtual servers, software and the data.

Use of our website and e-mails

When you use our website, we automatically collect metadata about your browsing session such as your browser, the IP address of your computer, your internet service provider, the site from which you navigated to our website, the duration of your visit to our website and what type of device you are using (e.g. a computer, a smart phone or a tablet) and the respective operating system.

We also keep a record of the pages that you view during your visit. This information is used to improve the way in which our website operates, for statistical and systems administration purposes.

Our website uses cookies. Cookies are little pieces of data that can help identify your browser and that can store information for future visits, e.g. your language preferences. Boost People may cookies to track usage and to improve your overall user experience when using the service.

Our website uses Google Analytics, a service provided by Google, Inc. that tracks and reports on the manner in which our websites are used. Google Analytics does this by placing small text files called “cookies” on your computer or other device. Cookies collect information about the number of visitors to the websites, the pages visited, and the time spent on the websites. This information is aggregated and is not personally identifiable.

Most Internet browsers automatically accept cookies. However, you always have the choice to configure your browser at any time in such a manner that no cookies are saved on your computer or that an indication always appears when you receive a new cookie.

Some of our online services may in principle be used without accepting cookies, although individual functions may thereby be limited. You can choose to disable cookies by selecting the appropriate settings on your browser, but this may limit your ability to use Boost People's services.

We may use your name and e-mail address(es) to send you alerts, updates, event invitations and other information by email, but will ask for consent first unless we have obtained your contact details from you in the context of our services. Note that we use Personal Data to understand if you read our e-mails or click on links included in them.

Log data

Boost People records certain requests and transactions in log files. This log data is used for troubleshooting, statistics, analytics, quality assurance, and to monitor system security and can be analyzed to that end. Boost People can process and share anonymous statistics on log data, under the condition that no personally identifiable information can be derived from such statistics.

Data Security

We have implemented, and we maintain appropriate organizational and technical security controls, to prevent unauthorized access to Personal Data and other sensitive data. We make sure that only access is granted to employees or administrators of Boost People if it is necessary and appropriate to their work.

Your Personal Data and other sensitive data is stored and transferred over our company network encrypted and we use SSL-certificates to verify the identity of the data requester's device, and also all forms through which you submit your Personal Data are SSL-protected.

Boost People implements several mechanisms to prevent unauthorized access to our services and portals.

Data Retention

We shall only retain your Personal Data for as long as is legally necessary or in accordance with the purpose for which they were collected and processed.

Afterwards we delete your Personal Data. If we store your Personal Data on the basis of a contractual relationship with you, this will remain stored for at least the duration of the contractual relationship and at most for the duration of the limitation periods within which any claims may be brought by or against us, or for the duration of legal or contractual duties of retention, such as archiving purposes, fiscal or tax regulations.

Boost People can delete or render inactive such user-accounts that remain inactive (i.e. not accessed) for a longer period.

Legal basis

We process Personal Data on the following grounds:

- for the performance of a contract;
- for legitimate interests. This includes, for example, the interest in customer care and communication with customers outside of a contract; in marketing activities; in getting to know our customers and other people better; in improving products and services and developing new ones; in combating fraud, and the prevention and investigation of

offences; in the protection of customers, employees and other persons and data, secrets and assets of Boost People; in the guarantee of IT security, especially in connection with the use of websites, apps and other IT infrastructure; in the guarantee and organisation of business operations, including the operation and further development of websites and other systems; in company management and development; in the sale or purchase of companies, parts of companies and other assets; and in the enforcement or defense of legal claims;

- based on a consent, where such consent was obtained separately; and
- for compliance with legal and regulatory obligations.

Your rights

You have the right to exercise your data privacy rights subject to applicable data protection law at any time and to request information as to whether, how and which Personal Data relating to you has been processed by us and to receive a copy. You may also arrange for your Personal Data to be corrected, blocked or deleted. Subject to applicable data protection law, you may also restrict our processing of your information, and object to the processing of your Personal Data.

You may also choose to withdraw your consent. Please note that even after you have chosen to withdraw your consent we may be able to continue to process your Personal Data to the extent required or permitted by law.

You may at any time contact us using the contact details listed below (“Contact Person”).

We reserve the right to exchange correspondence with you in this regard and request appropriate proof of your identity where necessary to prevent unauthorized access by another person.

Please note that we may be required to retain your Personal Data in part even after a request for blocking or cancellation under the terms of our statutory or contractual retention requirements (such as for warranty, accounting and/or tax purposes) and in such an eventuality will only block your Personal Data insofar as necessary for this purpose. In addition, the cancellation of your Personal Data may have the effect that you are no longer able to acquire or use the services registered by you. Under certain circumstances and subject to applicable data protection law, you have the right to require us to provide you, or a third party specified by you, with your Personal Data in a commonly used format.

In addition, you have the right to make a complaint concerning the data processing in question with the competent supervisory authority. You can do this with the supervisory authority in your country of residence or at the place of the alleged data breach.

Contact person

If you have questions regarding data protection, need information or want to request access to your Personal Data or want your Personal Data to be corrected, blocked or deleted please contact us via email.

Changes

Boost People reserves the right to update this Privacy Policy at any time, without prior notice.