

# Privacy Policy

Last updated May 2021



Q point

Q Point respects your privacy and personal data. Q Point takes the protection of your personal data, such as name, date of birth, address, e-mail address, telephone number, IP address, etc., very seriously.

This privacy policy governs the processing of your personal data. When handling this data, Q Point acts in strict compliance with the relevant statutory data protection regulations and the following principles.

The Q Point website may contain links to websites of other providers to which this data protection declaration does not extend.

## 1 Definition of personal data and processing

"Personal data" means all data and information relating to an identified or identifiable person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier (such as an e-mail address but also an IP address) or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Processing" of personal data means any operation or set of operations which is performed upon personal data, whether or not by automatic means, such as collection, recording, organisation, filing, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

## 2 Data minimisation

Q Point observes the principle of data avoidance and data minimisation when processing personal data. This means that Q Point processes as little personal data as possible

## 3 Consent, collection and processing of personal data

Q Point stores and processes your personal data as far as it is necessary for the establishment, implementation or termination of a contractual or quasi-contractual customer relationship.

Otherwise, Q Point will only process personal data with your prior consent. Your personal data will only be used for the purpose and to the extent stated in the consent. For example, Q Point will only inform you about our products and services after you have given your consent.

You can revoke your consent at any time with effect for the future. After receipt of the revocation, Q Point will delete your data. Please send the revocation to the following address

Q Point AG  
Privacy Officer  
Güterstrasse 20  
4900 Langenthal  
dpo@q-point.com

Personal data that you use in context of a general communication with Q Point (e.g. enquiries about products via our online contact forms, etc.) will only be processed by Q Point for the purpose of this communication. Here too, you have the aforementioned right of revocation.

## 4 Q Point Newsletter

You can register for our newsletter on our website. Unless you agree to further use, the data provided during registration will only be used for sending the newsletter. Each newsletter contains a link for immediate unsubcription.

## 5 References an hyperlinks

Using hyperlinks on Q Point's website may cause you to leave Q Point's network and systems. Q Point is not responsible for the content, accuracy or functionality of these third party websites. Links are provided in good faith and Q Point accepts no

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responsibility for any changes to third party websites to which we link. The inclusion of any link to other websites does not constitute an endorsement by Q Point. We strongly advise you to carefully review the legal and privacy information applicable to the other websites you visit.

## 6 Cookies

Information on the cookies we use and their functions can be found in our cookie notes

## 7 Google Analytics

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

We would like to point out that our website uses Google Analytics with the extension "\_anonymizeIp()", so that IP addresses are only recorded in abbreviated form and direct personal reference is excluded

You can object to the collection, processing and use of data at any time by extending your browser with effect for the future; to do so, click on the following link: <https://tools.google.com/dlpage/gaoptout?hl=de>

## 8 Mobile Apps

When using the Q Point mobile sales and service apps, analysis techniques may be used whose scope of application corresponds to that of cookies. Information on the collection and processing of personal data via the Q Point mobile sales and service apps can be found in the terms of use of the corresponding apps. Q Point's apps only collect and process your personal data with your consent, which is expressly requested before using the apps.

## 9 Social Plugins

Q Point uses so-called social plugins (hereinafter buttons) of social networks such as Facebook, Twitter, Instagram, LinkedIn, Xing and YouTube. When you visit our website, these buttons are deactivated by default, i.e. they do not send any data to the respective social networks without your intervention. Before you can use the buttons, you must activate them with your click. The button remains active until you deactivate it again or delete your cookies. You can find more information on cookies in our cookie notes. After activation, a direct connection is established with the server of the respective social network. The content of the button is then transmitted directly to your browser by the social networks and integrated into the website by the browser. After activating a button, the respective social network can already collect data, regardless of whether you interact with the button.

If you are logged in to a social network, it can assign your visit to this website to your user account. If you are a member of a social network and do not want it to link the data collected during your visit to our website with your stored membership data, you must log out of the respective social network before activating the buttons. We have no influence on the scope of the data collected by the social networks with their buttons.

The respective social network is solely responsible for the data processing that starts when the link is clicked. For the purpose and scope of the data collection and the further processing and use of the data by the respective social networks, as well as your rights in this regard and setting options for protecting your privacy, please refer to the data protection information of the respective social networks.

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## 10 Access to your personal data by third parties

The collection, processing and use of personal data is carried out by Q Point itself and - insofar as Q Point has not expressly excluded this - also by service providers commissioned by Q Point. Q Point will ensure that the service providers comply with the relevant statutory data protection rules and the obligations arising from this privacy policy. Service providers may be commissioned, for example, in the context of sending goods or advertising materials or in the case of competitions.

Apart from that, no third party has access to your personal data. In particular, Q Point will not sell or otherwise exploit them.

Q Point will only process the data in response to official or legal requirements and in the event of statutory notification obligations, in particular by transmitting it to government agencies.

## 11 Data security

Q Point uses appropriate technical and organisational measures to protect the personal data we have under our control against loss, alteration, destruction, theft or against access by unauthorised persons. Our security measures are continuously improved in line with technological developments.

The Q Point website is SSL certified.

## 12 Children

Q Point is not interested in the targeted collection of personal data relating to children under the age of 16. If Q Point becomes aware that such data has been transmitted without the consent of parents or other legal guardians, Q Point will delete it immediately. In doing so, Q Point relies on appropriate notices from you as a parent or guardian.

## 13 Right of access and right of rectification

Upon request, Q Point will inform you in writing as soon as possible, in accordance with the applicable law, whether and which personal data we have stored about you. If, despite our efforts to ensure that the data is correct and up to date, incorrect information is stored, we will correct this at your request.

## 14 Right to erasure and to restriction of processing, portability and right to lodge a complaint

Q Point will delete your personal data if the business purpose associated with the data has ceased to exist or the relevant statutory data protection rules require this. In the case of consent, Q Point will delete your data after revocation or cessation of the purpose of consent.

At your express request, Q Point will restrict or fully block your personal data. For this purpose, you inform Q Point to what extent and for how long the data should be blocked. As far as technically possible, you can exclude the processing and use of your data for certain areas in this way. Furthermore, your personal data will be blocked if this is provided for in the relevant legal data protection regulations.

Furthermore, you have the right to file a complaint with the competent supervisory authority at any time.

## 15 Amendments to this Privacy Policy

Q Point always keeps this privacy policy up to date. It may therefore be necessary to adapt the data protection declaration to changes in the framework conditions of a factual or legal conditions. These adjustments are accepted by signing the contract, downloading an app or using the website.

## 16 Privacy Officer

If you have any questions regarding the collection, processing or use of your personal data or if you would like to exercise your right of access to or your rights to rectification, restriction or erasure of data, as well as assert other rights to which you are entitled, contact us:

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