

Data Protection Declaration

In this Data Protection Declaration, Crossbow Partners AG (hereinafter referred to as Crossbow) describes how we collect and process personal data. This Data Protection Declaration does not represent a conclusive description. For the purposes of this Data Protection Declaration, personal data means all information that relates to an identified or identifiable natural person.

1. Data processor and contact

Crossbow is responsible for the data processing we describe here, unless otherwise indicated in a particular case. Enquiries regarding data protection may be addressed to us by letter or e-mail, enclosing a copy of the user's ID or passport for identification purposes:

Crossbow Partners AG
Datenschutzbeauftragte
Lindenstrasse 14, 6340 Baar
Tel: +41 41 729 50 00
contact@cb-partners.com

2. Collection and processing of personal data

We process personal data of the following categories in particular:

- Data of customers for whom we provide or have provided services.
- Personal data which we have received indirectly from our customers in the course of providing services
- Personal data of potential customers
- When visiting our website
- When we communicate or a visit takes place
- When we have other contractual relationships, for example, as a service provider or consultant
- When we receive job applications
- When we are required to do so for legal or regulatory reasons
- When we are exercising our duties of care or other legitimate interests, for example, to avoid conflicts of interest, ensure data accuracy, maintain security, or enforce our rights

3. Categories of personal data

The personal data we process depends on your relationship with us and the purpose for which we process it. In addition to your contact details, we also process other information about you. This information may also constitute personal data requiring special protection.

We collect the following categories of personal data, depending on the purpose for which we process it:

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- Contact information (for example, last name, first name, address, telephone number, email address, other contact information, marketing data).
- Customer information (for example, date of birth, nationality, occupation, title, job title)
- Risk assessment data (for example, commercial register data)
- Mandate data
- Website data
- Job application data (e.g. curriculum vitae, references)
- Marketing information (for example, newsletter registration)

To the extent permitted, we also take certain data from publicly accessible sources (for example, commercial registers, press, Internet). We also collect information in connection with professional functions and activities and collect data in connection with the use of the website.

4. Purpose of data processing

We primarily process the personal data that we receive from our customers and other contractual relationships with business partners in the context of our relationships with them and other persons involved.

When you contact us (for example, by phone, e-mail or chat) or when we contact you, we process the personal data necessary for this purpose. We also process this personal data when you visit us.

To conduct conference calls and/or webinars ("online meetings"), we mainly use the "Zoom" service, but other services (e.g. "Microsoft Teams") may also be used if necessary or at your request. We process the following information in particular: Recording of conversations, for example of video conferences.

5. Duration of the retention of personal data

We process and store your personal data as long as it is necessary for the fulfillment of our contractual and legal obligations or otherwise the purposes pursued with the processing, as well as beyond that in accordance with the legal storage and documentation obligations.

6. Data security

We take appropriate technical and organizational security precautions to protect your personal data from unauthorized access and misuse.

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7. Your rights

You have the following rights in connection with our processing of personal data:

- Right to obtain information about personal data we hold about you, the purpose of the processing and the origin of the data.
- Right to rectification if your data is incorrect or incomplete
- The right to restrict the processing of your personal data
- Right to request the deletion of the processed personal data
- Right to data portability
- Right to object to data processing or to withdraw consent to the processing of personal data at any time without giving reasons
- Right to complain to a competent supervisory authority, as provided by law

To exercise these rights, please contact us at the address given in section 1. Please note, however, that we reserve the right to enforce the restrictions provided for by law, for example if we are obliged to retain or process certain data.

8. Amendments to this Data Protection Declaration

We expressly reserve the right to change this privacy policy at any time.