

PRIVACY POLICY

Contents

| | |
|--|----|
| 1. GENERAL | 2 |
| 2. SCOPE OF APPLICATION AND DEFINITIONS | 2 |
| 3. RESPONSIBILITY | 3 |
| 4. SCOPE, PURPOSE AND LEGAL BASIS | 4 |
| 5. WHAT DATA IS COLLECTED | 4 |
| 5.1 Data to secure the business relationship | 4 |
| 5.2 Website information | 5 |
| 5.3 Making contact | 6 |
| 5.4 Customer portal / login area | 7 |
| 5.5 Applications | 7 |
| 5.4 Newsletter | 8 |
| 6. WEB ANALYSES & TRACKING | 9 |
| 6.1 Cookies | 9 |
| 6.2 Analysis and tracking technologies | 9 |
| 7. DISCLOSURE OF DATA | 9 |
| 7.1 To third parties | 9 |
| 7.2 Cross-border processing by authorised third parties | 10 |
| 8. STORAGE PERIOD AND DATA DELETION | 10 |
| 9. DATA SECURITY | 10 |
| 10. RIGHTS IN RELATION TO PERSONAL DATA | 10 |
| 10.1 Information pursuant to Art. 15 GDPR | 10 |
| 10.2 Rectification pursuant to Art. 16 GDPR | 11 |
| 10.3 Erasure pursuant to Art. 17 GDPR | 11 |
| 10.4 Restriction of processing pursuant to Art. 18 GDPR | 11 |
| 10.5 Data portability pursuant to Art. 20 GDPR | 11 |
| 10.6 Right to object Art. 18 and Art. 21 GDPR | 11 |
| 10.7 Right to withdraw consent pursuant to Art. 7 (3) GDPR | 11 |
| 10.8 Right to lodge a complaint pursuant to Art. 77 GDPR | 12 |
| 11. CHANGES | 12 |
| 12. APPLICABLE LAW | 12 |

PRIVACY POLICY

1. GENERAL

Data protection and information security are part of our corporate policy. We respect the privacy and personal rights of our customers, partners, suppliers, employees, interested parties and fellow human beings in general.

Our Group is committed to maintaining high standards of data protection. When handling personal data, we fulfil the standards of ISO 27701 (data protection extension of ISO 27001) and also ensure that processing is in line with the applicable data protection legislation.

We have implemented various technical and organisational measures to ensure the protection of personal data processed through our business activities and websites. These measures are also applied to confidential information. No data is passed on or sold to third parties outside our sphere of activity. We also do not use artificial intelligence (AI) to process personal data. All data is processed by people whom AM-One AG knows personally and who have undertaken to comply with ethical, moral and security requirements.

In close cooperation with our hosting providers, we focus and endeavour to protect the databases and websites as well as possible against unauthorised access, loss, falsification or misuse.

Please note that web-based data transmissions always harbour a certain risk and that absolute protection of your personal data cannot be guaranteed.

2. SCOPE OF APPLICATION AND DEFINITIONS

With this privacy policy, we inform you about the type, scope and purpose of the collection and processing of personal data by **AM-One AG** (hereinafter "**AM-One**", "**we**" or "**us**") when using our websites, platforms, apps and other applications, in everyday business such as when purchasing services and products or when you contact us in any other way. AM-One AG is a wholly owned subsidiary of Expersoft Systems AG (hereinafter collectively referred to as the "**Expersoft Group**").

The processing of personal data by us is subject to Swiss data protection law, the Federal Act on Data Protection (SR 253.1, hereinafter "**FADP**") and the General Data Protection Regulation of the European Union (EU GDPR, Regulation 2016/679; hereinafter "**GDPR**").

Any linked websites of other providers or websites that link to our website are not covered by this data protection declaration. These websites are neither operated nor monitored by us, nor are we responsible for their content, maintenance or handling of personal data. The personal data of our employees is also not the subject of this declaration.

The content and services on our website are aimed at legal entities and their employees, customers and interested parties. Under no circumstances are they aimed at persons under the age of 18.

Personal data is any information relating to an identified or identifiable natural person. A **data subject** is a person about whom we process personal data.

Processing includes any handling of personal data, regardless of the means and procedures used, such as querying, comparing, adapting, archiving, storing, reading, obtaining, collecting, recording, deleting, disclosing, arranging, organising, storing, modifying, disseminating, linking, destroying and using personal data.

3. RESPONSIBILITY EN

MORE RESPONSIBLE

Primarily responsible for the processing of personal data in general is the:

AM-One AG,
Hinterbergstrasse 20, CH-6312 Steinhausen
+41 41 784 17 00
info@am-one.ch

DATA PROTECTION OFFICER

EXPERTSOFT SYSTEMS AG,
Data Protection Officer
Hinterbergstrasse 20, CH-6312 Steinhausen
privacy@expersoft.com

Representation within the EU:

EXPERTSOFT Systems S.à.R.L.
134, rue Principale
5366 Munsbach
Luxembourg
Phone +352 26 15 221
privacy@expersoft.com

The Data Protection Representation serves as an additional point of contact for data subjects and authorities in the European Union (EU) and the rest of the European Economic Area (EEA) for enquiries relating to the GDPR.

SUPERVISORY AUTHORITY

Federal Data Protection and Information Commissioner (FDPIC),
Feldeggweg 1, CH 3003 Berne
Contact form at www.edoeb.admin.ch
Tel. 041 (0)58 462 43 95

4. PURPOSE AND LEGAL BASIS

We process personal data in accordance with Swiss data protection law, in particular the DSG and the DSV (Ordinance on Data Protection) as well as the DSGVO. We only process and use personal data if the principles for this are complied with within the meaning of Art. 6 FADP or if one of the statutory legal bases is given within the meaning of Art. 6 GDPR, if the processing is based on a business relationship or other contractual basis (fulfilment of contract or pre-contract), if we have consent within the meaning of Art. 6 sentence 1 para. 1 lit. a & b in conjunction with Art. 7 GDPR or to fulfil legal obligations and comply with legal requirements. Art. 7 GDPR or for the fulfilment of legal obligations and for compliance with laws and for the enforcement and defence of legal claims, for the fulfilment of instructions or recommendations from authorities or for the protection of legitimate interests, as in the case of

- Developing and improving our offers, services, products, websites, apps and platforms
- Ensuring operations, in particular IT, websites, apps and other platforms
- Risk management and corporate governance
- Quality assurance and training
- Marketing and relationship management
- Security purposes and access control

5. WHAT DATA IS COLLECTED

We collect personal data transparently, in accordance with the principles of purpose limitation, data avoidance and data minimisation, and to the extent and for as long as is necessary or required by law.

The following data categories are collected and processed:

5.1 Data to secure the business relationship

We process the personal data of our customers, suppliers, service providers, partners, applicants and interested parties insofar as this is necessary for the fulfilment of the contract or with regard to the conclusion of a contract, in particular

- General communication and identification data (e.g. name, address, e-mail address, telephone, title, form of address, etc.)
- Pre-contractual preparatory actions (e.g. for acquisition)
- Contract master and contract management data
- Order processing
- Service provision
- Activities and management of customer relationships and customer data
- Invoicing and payment data
- Financial and transaction data
- Customer support and answering enquiries

- Support with technical matters
- Planning and control data
- Histories and information on business operations and business functions and activities
- Evaluations for the improvement, new and further development of products, services, quality, functions and marketing
- Data from RFI
- Data from publicly accessible sources (commercial register, Internet, media, etc.)
- Combating and preventing criminal offences and security incidents (money laundering, fraud, etc.)
- Compliance with legal requirements and assertion of legal claims
- Marketing purposes on our own behalf
- Application process, staffing

5.2 Website information

You can visit our website without having to provide any personal data. When you visit our website, we automatically collect personal data that we need to operate our website and ensure security (necessary, functional cookies). We also collect data that records user behaviour on our websites or records the sending/receipt of the newsletter or information that can be used for communication and improvement of our products (voluntary cookies).

Data is only processed to enable the assessment, improvement and optimisation of the content and quality of our websites and services. The processing takes place as part of the evaluation of system security and stability in order to recognise and counteract possible failures, misuse or security incidents at an early stage, as well as to ensure a smooth connection setup or use. If processing takes place, the data is subsequently deleted or only stored in anonymised form, unless the corresponding service requires longer storage (see cookies).

When you access and visit our website, the following data or website information is automatically sent to the server of our website operator via your browser:

- Operating system used
- Browser type and browser version
- HOST Name of the accessing computer
- IP address
- Time, date, place, country of the server enquiry or access to our website
- Referrer URL of the pages accessed
- Duration of access and amount of data transferred
- Http status code

If you fill out the contact form on the website, register to receive the newsletter or an event, take part in a survey or use the contact form, you provide us with the following data for processing:

- Contact information (e.g. surname, first name, address, telephone number, e-mail)
- Personal information (e.g. profession, function, title, employer company)
- Further information that you send us via the website
- Marketing information (e.g. on website use or newsletter registration)

- Technical information automatically transmitted to us, information on user behaviour or website settings (e.g. IP address, UDI, device type, browser, number of clicks on the page, opening the newsletter, clicking on links, etc.).

Under no circumstances do we use the data collected for the purpose of drawing conclusions about your person. We also do not use any automated decision-making or profiling technologies.

5.3 Making contact

When you contact us, we collect information, including personal data, so that we can respond to the contact and fulfil our business obligations.

We need sufficient information to be able to answer enquiries as correctly as possible and to be able to check the level of advice we provide. The personal data contained in the contact or enquiry will always be processed on the basis of Article 6 GDPR.

In the case of extensive or complicated enquiries, we may create a file process in our system in order to record your enquiry and forward it to the relevant specialist department. Names and contact details are also stored in our electronic programme for the documentation of incoming and outgoing mail and the administration of file management. Paper files can also be created, particularly in cases of correspondence relevant to contract law.

You can get in touch with us via the contact form. It is necessary to provide your name and e-mail address. These are used to allocate the enquiry and answer it and are stored for this purpose. The provision of a telephone number and the associated company are voluntary and serve only to facilitate the processing of enquiries/contacts. The personal data will be deleted automatically once the enquiry has been dealt with. The provision of further data is also voluntary.

5.3.2 Via Email

If you contact us by e-mail, the personal data you voluntarily send us will be recorded and processed for the purpose of responding to your enquiry or for contacting you and the associated technical administration.

Once your request has been processed, the data or emails will be deleted within the specified period, provided they are no longer required to initiate a contract or fulfil a service, there are no legal obligations to retain them or we have no legitimate interest in continuing to store them. In particular, data that is exchanged in the run-up to a business activity and cannot be assigned to a customer, business partner, etc. is deleted at regular predefined intervals after it has been answered.

Data exchange by e-mail is not secure. In the case of confidential information and sensitive personal data in particular, we recommend that you ask us in advance about an encrypted transmission method. We use transport encryption, but this only works if the recipient also uses transport encryption. We also monitor all e-mails sent to us, in particular file attachments, for viruses or malicious software.

5.3.3 Via telephone or video conferencing

For telephone calls via the switchboard or the respective department, we use Microsoft services (Microsoft Teams) and collect information for caller identification. This information includes in particular

the name of all participants, title, telephone number, reason for the call, time, marginal data for communication (e.g. IP address, duration of communication, communication channel) etc. and can be forwarded for processing. In principle, we do not store this information and it is subject to an automatic deletion cycle, unless it contains contractually relevant information.

We do not record calls, but we may take notes, which we later keep on file if they are relevant to the fulfilment of our duties. If video conferences are recorded, these will only be done with the prior and express consent of all parties involved.

5.3.4 On-site visit

In this case, you may have to leave your contact details before your visit or at reception (logbook). We keep this information for a certain period of time in order to protect our infrastructure and our information. We process the following information in particular:

- Contact information (e.g. surname, first name, address, telephone number, e-mail)
- Time and reason for the visit
- Boundary data for communication (e.g. duration of communication, communication channel)
- Personal information (e.g. profession, function, title, employer company)

5.4 Customer portal / login area

It is not necessary to set up a user account to use our websites, but it is required for the separately designated area. You have the option of setting up a password-protected user account to use our services. As a result, certain of your personal data, in particular for identification purposes, will be stored. The purpose of this is to provide you with the greatest possible security and convenience through easier, faster, more personalised yet secure processing.

The following information is processed in all cases: Name, email, password, IP no./UserID

In addition, you must enter a password of your choice to set up a user account. Together with your e-mail address, this enables you to access your user account. You can view the data stored about you at any time in your user account. For faster clarification of any queries, we recommend that you give us your telephone number. This information is voluntary.

After blocking your user account, your data will be automatically deleted in accordance with our deletion guidelines for further use, unless we would be obliged to store it for a longer period of time in accordance with Article 6 para. 1 sentence 1 lit. c GDPR due to tax and commercial law storage and documentation obligations (from HGB, StGB or AO) or you have explicitly consented to longer storage.

5.5 Applications

AM-One AG has introduced the necessary organisational and technical measures to ensure the confidentiality of your application. All employees in the HR department are obliged to maintain confidentiality as part of their contractual employment relationship. When processing data, the general standards for data security in accordance with the current state of the art are taken into account.

By submitting your application, you agree that your personal data may be processed by us and, if necessary, forwarded within the Expersoft Group (in particular the parent company), and that we may

contact and inform you in writing and by telephone as part of the application process. As soon as you contact us, you will receive a confirmation email from us with the relevant information.

The data you provide will be processed exclusively for the purpose of selecting applicants and filling vacancies. During the application process, the usual correspondence data such as postal address, e-mail address and telephone numbers are stored in the applicant database in addition to your title, surname and first name. In addition, application documents such as letters of motivation, CVs, professional, training and further education qualifications and references are recorded. They are only accessible to employees of the HR department and the persons responsible for selection. Your data will not be passed on to companies or persons outside the Expersoft Group or used for other purposes. In addition to the data you provide, sensitive data relevant to the job offer, such as proof of identity, criminal records and proof of creditworthiness, will be requested, collected and stored.

By indicating reference persons, you authorise us to obtain information from them about your previous employment.

If you take up employment within the Expersoft Group, your personal data will be placed in your personnel file. From that point onwards, the privacy policy for employees applies.

Personal data will be deleted after completion of the application process, but no later than 2 months after rejection. We will only store your application for future vacancies for a maximum of 18 months with your express consent. You have the right to request the deletion of your data and the cancellation of the application process at any time. To do so, please contact us at jobs@expersoft.com.

For applications that are sent to us via job portals, the privacy policy of the respective provider of the job portal applies until the time at which the application is received and viewed by us.

5.4 Newsletter

On the basis of your expressly voluntary consent, we will send you our newsletter or comparable information by e-mail with information in connection with the service or product you have purchased to the e-mail address you have provided.

To register for the newsletter, you must provide your valid e-mail address and, if applicable, the associated company. Data provided when registering for the newsletter will be used and stored exclusively for this purpose. Subscribers may also be informed by e-mail about matters that are relevant to the service or registration (e.g. changes to the newsletter offer or technical circumstances).

We use the "double opt-in" procedure to check whether a registration has actually been made by the owner of an e-mail address. For this purpose, we log the subscription to the newsletter, the sending of a confirmation email and the receipt of the requested reply. No further data is collected.

You can cancel your subscription to the newsletter at any time. There is a corresponding link in every newsletter. You can also unsubscribe directly at any time using the contact details provided in this privacy policy.

6. WEB ANALYSES & TRACKING

6.1 Cookies

Cookies are small text files that are used and stored on websites to provide certain functions, to make the user experience more efficient or to enable certain analyses. Cookies are used on the one hand for statistical purposes and are evaluated accordingly, and on the other hand to assess, improve and optimise the content and quality of our websites. However, they are also used for security purposes, to evaluate system security and stability in order to recognise and counteract any misuse at an early stage. This enables us to guarantee a smooth connection to the website and convenient use.

Our websites use different types of cookies. We mainly use functional session cookies, which are automatically deleted from your end device at the end of the browser session. Permanent cookies can remain stored on your end device for between several days and 10 years, depending on the type of cookie, and are automatically deactivated after this period has expired. Some cookies are placed by third parties that appear on our pages. We do not permanently store, read or otherwise use the IP address.

A list of the cookies used, their providers and the type can be found in the cookie policy.

You can prevent or adjust the storage or installation of cookies at any time by changing your browser settings accordingly. Furthermore, cookies that have already been saved can be deleted at any time by your browser or other software programmes. Please note that deactivating cookies may limit the functionality of the website.

6.2 Analysis and tracking technologies

We also use analysis and tracking technologies on the legal basis of legitimate interest in accordance with Art. 6 GDPR for the purpose of obtaining information about the use and functionality of our websites, improving or optimising our offer and its content or simply to be able to correct errors. These tools are usually provided by a third-party provider and are transmitted to the server of a third party through the use of cookies. These servers may be located abroad. The data is transmitted by shortening the IP address, which prevents the identification of the corresponding end devices. Please refer to the cookie policy to find out which technologies are currently used and for what purpose.

7. DISCLOSURE OF DATA

7.1 To third parties

By default, we do not transfer any personal data to third parties. Should it nevertheless be necessary to forward data for processing on the basis of a legal basis or justification, you will be informed of this in advance.

Processing by third parties is recognised on a contractual basis and agreed in advance in each case. Excluded from this is the processing of personal data within the framework of our legitimate interest within the Expersoft Group for business and administrative purposes.

In principle, we reserve the right to pass on collected data to third parties within the scope of the law and in the following circumstances:

- (i) Disclosure for the fulfilment of contractual or legal obligations Subcontractors who are either subject to this data protection declaration or follow principles that offer at least as much protection as this data protection declaration (by means of so-called order processing contracts);
- (ii) Disclosure to service providers for the purpose of managing the websites and other related services, such as monitoring usage or creating statistical analyses, whereby we undertake to disclose only generic data that does not allow any conclusions to be drawn about natural persons, e.g. search engine operators, etc.;
- (iii) for our protection and the protection of third parties, collected data may be disclosed to third parties if there is a legal obligation to do so or if such disclosure is necessary to protect our rights and/or those of third parties.

7.2 Cross-border processing by authorised third parties

The location of the respective processing is primarily determined by the contractual basis on which the respective service is based.

Our Group has undertaken to only authorise cross-border processing outside Switzerland or outside the European Economic Area ("EEA") in exceptional cases. There is no cross-border processing of data in third countries that do not offer an adequate level of data protection in accordance with Art. 46 para. 2 GDPR.

8. STORAGE PERIOD AND DATA DELETION

We process personal data for as long as this is necessary to fulfil the purpose for which it was collected or as long as this is required or permitted by law. For example, we have a legitimate interest in storing personal data as long as it is subject to a retention obligation or storage is necessary for evidence or security reasons. The personal data is then deleted from our systems in accordance with our guidelines or anonymised so that you can no longer be identified and assigned. Irrevocable deletion is always subject to the technical possibilities at the time of deletion or destruction. The defined storage and deletion periods were approved as part of the ISO certification. Information on this can be requested from the data protection officer.

9. DATA SECURITY

We generally use technical and organisational measures to protect our websites and data from unauthorised physical and electronic access. Your personal data is transmitted to us from this website using SSL encryption. The same applies to e-mail traffic.

10. RIGHTS IN RELATION TO PERSONAL DATA

You have the following rights in relation to your personal data under the DPA and GDPR:

10.1 Information pursuant to Art. 15 GDPR

You have the right to obtain information from us as to whether and which of your personal data we process and, if this is the case, to obtain information on the processing of your personal data. This information includes, in particular, details of the purpose of the processing, the categories of personal

data and the recipients or categories of recipients to whom the personal data is disclosed. We reserve the right to request proof of identity and, in the event of a disproportionate effort, to make the information dependent on the prior assumption of costs.

10.2 Rectification pursuant to Art. 16 GDPR

You have the right to rectification and/or completion of your personal data processed by us.

10.3 Erasure pursuant to Art. 17 GDPR

You have the right to erasure of your personal data (i) if the personal data are no longer necessary for the purposes pursued or for the purposes for which they were collected, (ii) if we are not obliged to retain your personal data under applicable laws and regulations; and (iii) if you have withdrawn your consent and there is no other legal basis for the processing; or (iv) if you have effectively objected to the processing due to unlawful processing.

10.4 Restriction of processing pursuant to Art. 18 GDPR

In justified cases, you can request that we restrict processing. Such a request must be justified and submitted in writing.

10.5 Data portability pursuant to Art. 20 GDPR

Subject to certain conditions, you have the right to receive the personal data you have provided to us in a structured, commonly used and machine-readable format. You are entitled to have this personal data transmitted to another company without hindrance, insofar as this is technically possible and proportionate in terms of the effort involved.

10.6 Right to object Art. 18 and Art. 21 GDPR

You have the right to object, on grounds relating to your particular situation, at any time to the processing of your personal data by us and/or to request the restriction of such processing. Such a request must be submitted in writing and must be justified. If you are entitled to such a right, your personal data will no longer be processed by us for the aforementioned purposes. There is no right to object if we have compelling legitimate grounds for the processing which override your interests, rights and freedoms, or if the processing serves the establishment, exercise or defence of legal claims or is necessary for the conclusion and performance of a contract. If we process your personal data for the purpose of direct advertising, newsletters or event calendars, you have the right to object to this processing at any time. After your objection, your personal data will no longer be processed for these purposes.

10.7 Right to withdraw consent pursuant to Art. 7 (3) GDPR

You have the right to withdraw your consent to the processing of your personal data for one or more specific purposes in writing. The withdrawal of consent does not affect the lawfulness of the processing carried out prior to the withdrawal. You can assert your rights in connection with the processing of your personal data with the data protection officer.

10.8 Right to lodge a complaint pursuant to Art. 77 GDPR

You also have the right to lodge a complaint with the competent supervisory authority if you believe that the processing of your personal data violates the FADP or GDPR.

11. CHANGES

We reserve the right to amend or supplement this privacy policy at any time and at our own discretion. We recommend that you consult this data protection declaration regularly so that you are always informed about current changes to the protection of your personal data.

There is no right to extraordinary cancellation of service contracts due to a change or addition to this data protection declaration.

12. APPLICABLE LAW

All disputes arising from or in connection with the data protection declaration and use of the websites are subject to Swiss law and are to be decided exclusively by the courts with jurisdiction at the headquarters of AM-ONE AG in Steinhausen, excluding the conflict of laws provisions. Mandatory places of jurisdiction remain reserved.

AM-One AG, Switzerland 2024, V04