

PRIVACY STATEMENT

1. General statement

- i. We, CFP, collect, process and use your personal data only to the extent necessary to provide a functional website as well as our content and services. Any processing of personal data will only take place with your consent and for the purposes stated below, as well as where there is a legal basis in accordance with the GDPR. Only such personal data is collected that is actually necessary for carrying out and completing our tasks and services, or that you have voluntarily provided to us.
- ii. Personal data is all data that contains details of personal or factual circumstances, such as name, address, e-mail address, telephone number, date of birth, age, gender, social security number, video recordings, photographs, voice recordings of persons as well as biometric data such as fingerprints.

2. Responsibility for data processing

- i. Responsible for the processing of personal data is:

CFP Business Consulting AG
Bühelstrasse 27
9497 Triesenberg
Liechtenstein

Data Protection Officer: Mr Wolfgang Schmid

3. Data Protection Office

- i. The contact details of the data protection authority responsible for the Principality of Liechtenstein are as follows:

Liechtenstein State Data Protection Inspectorate
Städtle 38
P.O. Box 684
9490 Vaduz
+423 236 60 90
info.dss@llv.li

4. Your rights

- i. In connection with your personal data processed by us, you have the following rights:
 - Right to access (Art. 15 GDPR)
 - Right to rectification (Art. 16 GDPR)
 - Right to erasure (Art. 17 GDPR)
 - Right to restriction of processing (Art. 18 GDPR)
 - Right to data portability (Art. 20 GDPR)
 - Right to object (Art. 21 GDPR)
- ii. If the data processing is based on your explicit consent (Art. 6 para. 1 a) GDPR), you can revoke the latter any time and without giving reasons (by post to [CFP, Bühelstrasse 27, 9497 Triesenberg](mailto:info@cfp-ag.com) or by e-mail to: info@cfp-ag.com) A revocation does not affect the lawfulness of processing prior to revocation (Art. 7 para. 3 GDPR).
- iii. If, however, your right to lawful data processing is infringed, please contact us (by post to [CFP, Bühelstrasse, 9497 Triesenberg](mailto:info@cfp-ag.com) or by e-mail to: info@cfp-ag.com) so that we can find out about your concerns and respond accordingly.
- iv. Finally, you also have the right to lodge a complaint with the Liechtenstein State Data Protection Inspectorate (see point x below) or with another data protection supervisory authority within the EU or EEA at your place of residence or work.

5. Description and scope of data processing

a) Provision of the website

- i. Each time our website www.cfp-ag.com is accessed, our system collects automated data and information from the computer system of the accessing computer. The following data is collected:
 - IP addresses
 - Date and time
 - Protocol information such as protocol type, protocol version, the desired action, status code or information about the transferred data (e.g. the size of a request or an answer)
 - Error messages
 - Application-specific information, such as message IDs for e-mails, or in the case of web accesses, information about the browser used (user-agent string) or, if applicable, the page from which the visitor came to the website
- ii. We store this information for a maximum period of 180 days. The data is stored for reasons of data security in order to ensure the stability and operational reliability of our system.

- iii. We analyse the use of our internet presence using the web analysis tools Google Analytics, Google Search Console and Google Tag Manager (<https://policies.google.com/technologies/ads?hl=de>). This is solely for the purpose of optimising the website in terms of user-friendliness and the provision of useful information about our services. This data will not be combined with other personal data sources or passed on to third parties.
- iv. The legal basis for the temporary storage of data and log files is Art. 6 para. 1 (f) GDPR.

b) Cookies

- i. We use cookies on our website to make our service user-friendly. Cookies are small pieces of data that are automatically generated by your browser and stored on your device (laptop, tablet, smartphone, etc.) when you visit our site. The cookies are stored for a maximum period of 90 days. In this way we can recognise your browser the next time you visit us.
- ii. If you do not want this, you can set up your browser to inform you about the setting of cookies and to allow them in individual cases. However, we would like to point out deactivation of the cookie function, can result in you not being able to use all the information on our website.
- iii. The legal basis for the data processed by cookies is either your consent or Art. 6 para. 1 (f) GDPR.

c) Contact forms

- i. If you fill in contact forms on our website, send us an e-mail or any other electronic message, your details will only be stored for the purpose of processing the enquiry and any further questions that may be related to it and will only be used in the context of the enquiry. The legal basis for this processing is your consent by filling in the contact form or by sending a corresponding request.
- ii. Your personal data will be deleted after your request has been processed, but no later than after 12 months.

d) Newsletter

- i. If you register for our newsletter, we will immediately send you an e-mail containing a hyperlink to the provided e-mail address. By clicking on this link, you confirm your newsletter registration ("double opt-in procedure"). If we do not receive a confirmation of registration within one year, we will delete the e-mail address from our temporary list and registration for the newsletter will not take place.
- ii. If you confirm the newsletter registration, you give your consent to the storage of your e-mail

address, including the date of registration and IP address. We will only use your e-mail address and the aforementioned collected data for the administration and delivery of the newsletter you requested.

- iii. Our newsletters do not contain any obvious or hidden counters or links to third-party sites that are not directly related to the content of the newsletter. However, our newsletter may contain advertising by third parties.

e) Downloads

- i. We will not pass on your e-mail address, which you are required to provide on our website for downloads, to third parties. We will use it to provide you with downloads and information regarding updates to the downloads that have taken place.

6. Data security

- i. During the website visit, we use the widely used SSL encryption in conjunction with the highest level of encryption supported by your browser. In addition, we apply other appropriate technical and organisational security measures to protect your data against accidental or intentional manipulation, partial or total loss, destruction or unauthorised access by third parties.
- ii. In spite of the efforts made to maintain an appropriately high technical standard at all times, it cannot be ruled out that information that you provide to us via the internet may be viewed or used by other persons. This is especially true in the case of hacker attacks or similar events. We cannot accept any liability for the disclosure of information due to errors in data transmission and/or unauthorised access by third parties that are not caused by us.

7. Questions / concerns

- i. If you have any further questions about data processing, please do not hesitate to contact us personally at any time.

Date January 2023