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# Privacy Policy, andiamo gmbh, Denise Held, Handanalyst

Responsible Authority within the Meaning of Data Protection Laws, in particular the EU General Data Protection Regulation (DSVGO), is:

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Phone +41 79 842 12 52

E-Mail: info@erkenne-dich-selbst.ch, info@hand-analysis.com,

WebSites: <a href="http://www.erkenne-dich-selbst.ch">http://www.hand-analysis.com</a>,

#### **General notice**

Based on Article 13 of the Swiss Federal Constitution and the data protection regulations of the Federation (Data Protection Act DSG), every person has the right to the protection of their privacy as well as protection against the misuse of their personal data. The operators of these pages take the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the legal data protection regulations as well as this privacy policy.

In collaboration with our hosting providers, we strive to protect the databases as best as possible against unauthorized access, loss, misuse, or forgery.

We would like to point out that data transmission over the internet (e.g., communication by email) can have security gaps. Complete protection of data against access by third parties is not possible.

By using this website, you agree to the collection, processing, and use of data in accordance with the following description. This website can generally be visited without registration. Data such as accessed pages or names of the retrieved files, date, and time are stored on the server for statistical purposes without being directly related to your person. Personal data, in particular name, address, or email address, is collected on a voluntary basis as far as possible. Without your consent, no data will be passed on to third parties.

### **Processing of Personal Data**

Personal data is any information that relates to an identified or identifiable person. A data subject is a person whose personal data is processed. Processing includes any handling of personal data, regardless of the means and procedures used, particularly the retention, disclosure, procurement, deletion, storage, alteration, destruction, and use of personal data.

We process personal data in accordance with Swiss data protection law. Furthermore, we process - as far as and as far as the EU GDPR is applicable - personal data based on the following legal grounds in connection with Art. 6 para. 1 GDPR:

- lit. a) Processing of personal data with the consent of the data subject.
- lit. b) Processing of personal data for the fulfilment of a contract with the data subject and for the implementation of corresponding pre-contractual measures.
- lit. c) Processing of personal data to fulfill a legal obligation to which we are subject under applicable EU law or applicable law of a country where the GDPR is fully or partially applicable.
- lit. d) Processing of personal data to protect vital interests of the data subject or another natural person.
- lit. f) Processing of personal data to safeguard legitimate interests pursued by us or by third parties, provided that the fundamental rights and freedoms of the data subject are not overridden. Legitimate interests are in particular

our business interest in being able to provide our website, information security, the enforcement of our legal claims, and the compliance with Swiss law.

We process personal data for the duration that is necessary for the respective purpose or purposes. In the case of longer retention obligations due to legal and other obligations to which we are subject, we restrict the processing accordingly.

#### **Privacy Policy for SSL/TLS Encryption**

This website uses SSL/TLS encryption for security reasons and to protect the transmission of confidential content, such as the inquiries you send to us as the site operator. You can recognize an encrypted connection by the fact that the address line of the browser changes from "http://" to "https://" and by the lock symbol in your browser line.

If SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

#### **Data Transmission Security (Without SSL)**

Please note that data transmitted over an open network such as the Internet or an email service without SSL encryption can be viewed by anyone. An unencrypted connection can be recognized by the fact that the address line of the browser shows "http://" and no lock symbol is displayed in your browser line. Information transmitted over the Internet and received online content may be transmitted over networks of third-party providers. We cannot guarantee the confidentiality of communications or documents transmitted over such open networks or networks of third-party providers.

If you disclose personal information through an open network or networks of third-party providers, you should be aware that your data can be lost or potentially accessed by third parties and, consequently, the data can be collected and used without your consent. While individual data packets are often encrypted during transmission, the names of the sender and recipient are not. Even if the sender and recipient reside in the same country, data transmission often occurs without controls over such networks, including third countries, i.e., over countries that do not provide the same level of data protection as your country of residence. We assume no responsibility for the security of your data during transmission over the Internet and disclaim any liability for direct or indirect losses.

We ask you to use other means of communication if you consider it necessary or reasonable for security reasons.

Despite extensive technical and organizational security measures, data may be lost or intercepted and/or manipulated by unauthorized persons. We take appropriate technical and organizational security measures to prevent this within our system as much as possible. However, your computer is outside the controlled security area. It is your responsibility as a user to inform yourself about the necessary security

precautions and to take appropriate measures in this regard. As a website operator, we are not liable for damages resulting from data loss or manipulation.

Data that you provide in online forms may be forwarded to contracted third parties for order processing and may be viewed and possibly processed by them.

#### **Privacy Policy for Server-Log-Files**

The provider of this website automatically collects and stores information in socalled server log files, which your browser automatically transmits to us. These are:

- Browser type and browser version
- Operating system used
- Referrer URL
- Hostname of the accessing computer
- Time of the server request

These data cannot be assigned to specific persons. A combination of these data with other data sources is not carried out. We reserve the right to check these data retrospectively if we become aware of specific indications of unlawful use.

#### **Services of Third Parties**

This website may use Google Maps for embedding maps, Google Invisible reCAPTCHA for protection against bots and spam, and YouTube for embedding videos.

These services of the American Google LLC use cookies, among other things, and as a result, data is transmitted to Google in the USA, whereby we assume that no personal tracking takes place in this context solely through the use of our website.

Google has committed to providing adequate data protection in accordance with the American-European and the American-Swiss Privacy Shield.

Further information can be found in Google's privacy policy.

# **Privacy Policy for Contact Form**

If you send us inquiries via the contact form, your details from the inquiry form, including the contact details you provide there, will be stored by us for the purpose of processing the inquiry and in case of follow-up questions. We do not pass on this data without your consent.

#### **Use of Google Maps**

This website uses the offer of Google Maps. This allows us to display interactive maps directly on the website and enables you to use the map function conveniently. By visiting the website, Google receives the information that you have accessed the corresponding subpage of our website. This occurs regardless

of whether Google provides a user account through which you are logged in or whether no user account exists. If you are logged in to Google, your data will be directly associated with your account. If you do not wish the association with your profile on Google, you must log out before activating the button. Google stores your data as usage profiles and uses them for purposes of advertising, market research, and/or demand-oriented design of its website. Such an evaluation takes place in particular (even for users who are not logged in) to provide demand-oriented advertising and to inform other users of the social network about your activities on our website. You have a right to object to the formation of these user profiles, whereby you must contact Google to exercise this right. Further information on the purpose and scope of data collection and processing by Google can be found in the privacy policy: www.google.de/intl/en/policies/privacy.

#### **Google AdWords**

This website uses Google Conversion Tracking. If you have reached our website via a Google ad, Google Adwords will set a cookie on your computer. The cookie for conversion tracking is set when a user clicks on a Google-served ad. These cookies expire after 30 days and are not used for personal identification. If the user visits certain pages of our website and the cookie has not yet expired, we and Google can recognize that the user clicked on the ad and was redirected to this page. Each Google AdWords customer receives a different cookie. Cookies cannot therefore be tracked across the websites of AdWords customers. The information obtained with the help of the conversion cookie is used to create conversion statistics for AdWords customers who have opted for conversion tracking. The customers learn the total number of users who clicked on their ad and were redirected to a page tagged with a conversion tracking tag. However, they do not receive information that personally identifies users.

If you do not wish to participate in tracking, you can refuse the setting of a cookie required for this purpose - for example, via a browser setting that generally deactivates the automatic setting of cookies or sets your browser so that cookies from the domain "googleleadservices.com" are blocked.

Please note that you must not delete the opt-out cookies as long as you do not want the measurement data to be recorded. If you have deleted all your cookies in the browser, you must set the respective opt-out cookie again.

# **Privacy Policy for Google Analytics**

This website uses Google Analytics, a web analysis service of Google Ireland Limited. If the controller for data processing on this website is outside the European Economic Area or Switzerland, the Google Analytics data processing is carried out by Google LLC. Google LLC and Google Ireland Limited are referred to as "Google."

The statistics obtained allow us to improve our offer and make it more interesting for you as a user. This website also uses Google Analytics for a cross-device

analysis of visitor flows, which is carried out via a user ID. If you have a Google user account, you can deactivate the cross-device analysis of your usage.

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The legal basis for the use of Google Analytics is Art. 6 para. 1 sentence 1 lit. f GDPR. The IP address transmitted by your browser within the scope of Google Analytics will not be merged with other data from Google. We point out that on this website Google Analytics has been extended by the code "anonymizelp ();" to ensure an anonymized collection of IP addresses. As a result, IP addresses are processed in shortened form, so that direct personal reference can be excluded. If the data collected about you is related to a person, this is immediately excluded, and the personal data is deleted immediately.

Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and shortened there. On behalf of the operator of this website, Google will use this information to evaluate your use of the website, compile reports on website activity, and provide other services related to website activity and internet usage for the website operator. You can prevent the storage of cookies by setting your browser software accordingly; however, we point out that in this case, you may not be able to use all functions of this website to their full extent.

Furthermore, you can prevent the collection of data generated by the cookie and related to your use of the website (including your IP address) by Google and the processing of this data by Google by downloading and installing the browser plugin available under the following link: https://tools.google.com/dlpage/gaoptout.

You can also prevent the use of Google Analytics by clicking on this link: Google Analytics Opt-Out Link. This will save a so-called opt-out cookie on your data carrier, which prevents the processing of personal data by Google Analytics. Please note that deleting all cookies on your terminal device will also delete these opt-out cookies, i.e., you will have to set the opt-out cookies again if you want to continue preventing this form of data collection. The opt-out cookies are set per browser and computer/device and must, therefore, be activated separately for each browser, computer, or other device.

#### **Google Tag Manager**

Google Tag Manager is a solution that allows us to manage so-called website tags via an interface and thus integrate services such as Google Analytics and other Google marketing services into our online offer. The Tag Manager itself, which implements the tags, does not process any personal data of the users. With regard to the processing of the users' personal data, reference is made to the following information on Google services. Usage guidelines: https://www.google.com/intl/de/tagmanager/use-policy.html.

## **Privacy Policy for Facebook**

This website uses features of Facebook Inc., 1601 S. California Ave, Palo Alto, CA 94304, USA. When you visit our pages with Facebook plugins, a connection is established between your browser and the Facebook servers. Data is already transmitted to Facebook during this process. If you have a Facebook account, this data can be linked to it. If you do not want this data to be associated with your Facebook account, please log out of Facebook before visiting our page. Interactions, particularly the use of a comment function or clicking a "Like" or "Share" button, are also shared with Facebook. You can learn more at https://dede.facebook.com/about/privacy.

#### **Privacy Policy for Instagram**

On our website, functions of the Instagram service are integrated. These functions are offered by Instagram Inc., 1601 Willow Road, Menlo Park, CA, 94025, USA. If you are logged into your Instagram account, you can link the contents of our pages to your Instagram profile by clicking on the Instagram button. This allows Instagram to associate the visit to our pages with your user account. We point out that we, as the provider of the pages, have no knowledge of the content of the transmitted data and its use by Instagram.

For more information, please refer to the Instagram Privacy Policy: https://instagram.com/about/legal/privacy.

# **Privacy Policy for LinkedIn**

We use functions of the network Linkedln. The provider is Linkedln Corporation, 2029 Stierlin Court, Mountain View, CA 94043, USA. When you access one of our pages that contains LinkedIn features, a connection to LinkedIn servers is established. LinkedIn is informed that you have visited our web pages with your IP address. If you click on the LinkedIn "Recommend" button and are logged into your LinkedIn account, LinkedIn can associate your visit to our website with you and your user account. We point out that we, as the provider of the pages, have no knowledge of the content of the transmitted data and its use by Linkedln.

For more information, please refer to the LinkedIn Privacy Policy: https://www.linkedin.com/legal/privacy-policy.

#### **Privacy Policy for YouTube**

This website uses plugins from the YouTube site operated by Google. The operator of the pages is YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA. When you visit one of our pages equipped with a YouTube plugin, a connection to the YouTube servers is established. The YouTube server is informed about which of our pages you have visited.

If you are logged into your YouTube account, you enable YouTube to associate your browsing behavior directly with your personal profile. You can prevent this by logging out of your YouTube account.

Further information on the handling of user data can be found in the YouTube Privacy Policy at <a href="https://www.google.de/intl/de/policies/privacy">https://www.google.de/intl/de/policies/privacy</a>.

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**Changes** We may amend this privacy policy at any time without prior notice. The current version published on our website applies. If the privacy policy is part of an agreement with you, we will inform you of any updates or changes by email or other appropriate means.

**Questions to the Data Protection Officer** If you have any questions about data protection, please email us or contact the person responsible for data protection listed at the beginning of this privacy policy directly within our organization.

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Hünenberg See, 24.06.2024

Source: SwissAnwalt