

acteamo Privacy Policy

(Version 1.00, September 2014)

You are hereby notified of the following relating to your use of acteamo.com (“**acteamo**” or the “**Service**”):

1 Scope, declaration of consent

Websites under acteamo.com (hereinafter referred to as the websites) are offered by DATA CAVE SWITZERLAND AG (“**we**”). You, as a user of the websites, are referred to as “**You**”. This Privacy Policy sets out how we collect, use, and manage information from the user of the websites. They apply to all websites as well as all services offered online by us. By using the websites, or one of our services, you declare your consent to the collection of personal information indicated below, and to the processing of it for the purposes set forth. Consent may be revoked at any time with future effect.

2 Information transmitted to us in general

You are free to decide not to provide any specific personal information to us through the websites, for as long as you do not open a User Account. We only collect personal information from you that you transmit to us as part of the use of the Services or when you browse through websites, or if you information that you transmit to us in another form. You specifically provide us with personal information at the time you open a User Account on my.acteamo.com, when you contact us via the websites or via E-mail, react to newsletters or mailings, become a paying Customer of us or order a Service for a fee.

During your visit to the websites, certain information is forwarded to our servers for technical reasons, including, for example, your IP address and/or HTTP proxy, which websites you have visited, what browser software and version you are using, or where you have navigated to our websites (e.g. using a link), your preferred language as well as other information along these lines.

At times, we may want to notify you of additional provisions in detail relating to specific special services. Please refer to the information available in the context of that specific service (e.g. as provided within a separate App).

3 System Logs

We collect statistical details about the usage of the Services. We will log how you use the Service as this is required to process our contractual relationship with you (user recognition, processing of user data by you, to help you with support requests). Beyond that, we will use such data only in an anonymized form, namely to improve the Service any further. In any event, we handle such information in a confidential manner.

System operations and connection data will be logged by us or a third party and stored during statutory period. Such logs will exclusively be used to comply with legal requirements and government regulations, trouble shooting or for the collection of performance data, billing purposes and to fulfill services.

We may inform third parties via any format about the Services, as long as such communication does not identify a particular person or discloses personal data. In no event will we disclose information that would allow others to identify you, or the contractual relationship you have with others.

4 Cookies

Cookies are only used in so far as they are required for the technical working of the system. As a Registered User of the service offered under my.acteamo.com you can opt out with respect to cookies using your user profile. If you do not opt out we conclude that you consent with our placing cookies on your devices.

5 Web Analytics on my.acteamo.com

The Service at my.acteamo.com uses web analytics but only on own servers (e.g. no google analytics for my.acteamo.com), and only in order to enable us to be helpful to you when you ask for support, and to improve acteamo (no marketing with that information, and no external site tracking).

6 Web Analytics on other websites of us

For websites other than my.acteamo.com we use the web analysis service from Google Inc. (“Google”), known as “Google Analytics”. Google Analytics requires the placement of cookies, i.e. text files saved on your computer that make it possible for them to analyze the use of these web sites. The data generated by the cookies on your use of this website is generally transmitted to a Google server in the U.S. and saved there. We use Google activation with an enabled IP anonymization function. The result is that Google receives only an abbreviated form of your IP address. This procedure takes places as a rule on servers within the member states of the European Union or other contracting parties to the Agreement on the European Economic Area. The full IP address is sent to a Google server in the U.S. as an exception only and is abbreviated there. Under contract of the operator of these websites, Google uses the data gained from the cookies to evaluate your usage of the website, to compile reports on website activity, and to provide additional services associated with website and Internet usage vis-à-vis the website operator. You can prevent cookies from being saved through a setting in your browser. Furthermore, you can prevent the logging of information generated by the cookie and relating to your usage of the website (including your IP address) to Google as well as the processing of this information by Google, by downloading and installing the browser plugin available at the following link: <http://tools.google.com/dlpage/gaoptout>.

7 How do we use the collected information

We use your personal information to offer our services, matched individually to your needs and to continuously improve them.

We use your personal information specifically to administer the legal relationship between you and us, to transact any orders, to provide support to you, and to improve the websites as well as our services.

In addition, we can use the information collected on the websites for non-personal statistical purposes (such as pages visited, time spent on a specific website or all websites, number of visits, date and time of visit).

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If you have a User Account with us, we reserve the right to contact you via newsletters or occasional informational notices. Contact may also occur on behalf of select third parties for their offerings. To the extent this takes place, the third party does not receive your name, address, or other personal data. You can instruct us that you do not wish to receive such offerings, newsletters, or other messages. You can do so through your User Account. Where the law requires us to get your approval prior to sending such messages, we will do so before sending you the messages.

8 Forwarding of personal information

We do not sell your personal information to third parties. We will not give customer data to any third party for marketing purposes.

We may disclose personal data to the extent the law permits passing on personal information to associated or controlled enterprises as well as sub-contractors and third parties entrusted with handling the contractual relationship. We are, for example, authorized to pass on data required to administer usage, for administering services ordered by you as well as invoicing of any paid services (e.g. invoice number, name, address as well as amount of any compensation and email address) to any third party used to fulfill these tasks. We impose restrictive confidentiality agreements on third parties we use for such purposes in order to protect against misuse and access by unauthorized persons. Such third parties that support us will have to undertake to provide adequate protective measures.

We contract external service providers to manage our websites or offer other activities, e.g. monitoring web traffic, generating corresponding statistical analysis (analysis services such as Google Analytics, see clause 6) or sending of newsletters, mailings, or survey. We take care to ensure that such service providers are only provided with anonymous data.

Personal data is not forwarded to other third parties or for other purposes without rendering the data anonymous in advance.

We may analyze, use and forward without restriction anonymized data or aggregated data based on anonymized data not connected to your person.

9 Security measures

We endeavor to protect all personal data collected on the websites pursuant to applicable data protection standards. Only employees who require data to complete a specific task have access to your personal data. Under certain circumstances, through a security query or similar means, we may request your approval prior to disclosing certain data you have requested us to display on your screen. For your own protection, we recommend protecting your password and computer against unauthorized use. Remember to log off after each session.

10 Amendment to this Privacy Policy

We reserve the right to amend this Privacy Policy at any time. The current date at the top of the page is updated for any amendments to this Privacy Policy. If we wish to do so we typically notify you by email to the email address you have on file with us. The changes will be effective after 6 weeks, leaving a reasonable amount of time for you to consider whether you are fine with the changes. We may instead ask you to respond to change notifications immediately when browsing, by providing you with a mechanism for your immediate acceptance of the changes (such as a click-through confirmation or acceptance button). In any event, continued use of the websites after publication of the amendments to this Privacy Policy means that you have declared your consent to the same.

You may contact us anytime directly via email with questions on these data protection provisions: privacy@acteamo.com