

Personal Data Protection Notice

Version: September 2021

1. This Personal Data Protection Notice provides information on how Int4 AG with its registered office in Zug, address: Bahnhofstrasse 11, 6300 Zug, Switzerland, having the UID-number CHE-151.322.615, (hereinafter: "Licensor" or "we"), processes personal data that we receive from contractual partners in connection with license agreements and other agreements (hereinafter "**Agreement**" or "**Agreements**"). Int4 AG (hereinafter: "**Licensor**" or "**we**") shall be the controller of personal data pertaining to natural persons acting on behalf of the licensee (hereinafter: "**Licensee**") within the scope of the execution of the applicable Agreements (hereinafter "**Personal Data**"). The Licensor can be contacted at: gdpr@int4.com with respect to all topics related to Personal Data. Personal Data of natural persons not concluding but acting under the Agreement are obtained from the Licensee and Licensee shall be considered as the controller for such personal data.
2. If it becomes necessary to process Personal Data, it will be processed solely for the following purposes:
 - a) conclusion and performance of an Agreement, in particular provision of support services;
 - b) if the Licensee is not a natural person – verification of the correctness of their legal representation, which is our legitimate interest;
 - c) providing new offers and information about the Licensor's services and products based on our legitimate interest;
 - d) fulfilment of legal obligations imposed on us under the applicable laws, such as but not limited to regulating taxation and accounting;
 - e) establishing, defending, or pursuing claims in connection with the conclusion or performance of an Agreement, which is our legitimate interest;
 - f) improving services, developing their functionality, improving the quality of services and their efficiency, which is our legitimate interest.
- 2.1 We process Personal Data with respect to the above-mentioned purposes, in particular, based on the following legal grounds (depending on the concrete situation):
 - The processing of Personal Data is necessary for the conclusion or the execution of an Agreement with Licensee;
 - the respective data subject has given its consent to the processing of its Personal Data;
 - The processing of Personal Data is necessary to comply with a legal obligation; or
 - We have a legitimate interest in processing the Personal Data, in particular as specified in section 2.
3. We will process, in particular, the following Personal Data: name and surname of legal representatives of the Licensee or persons appointed by the Licensee as contact persons for the sake of the execution of the Agreement, business email address and telephone number of the aforementioned persons. Licensor may also process other categories of personal data for the purposes mentioned in section 2 if such personal data is provided by the Licensee or persons acting under the Agreement to us or otherwise obtained from us.
4. When processing data, we may disclose Personal Data to recipients processing Personal Data on our behalf, i.e., recipients providing advisory, audit, legal, tax, accounting, IT, hosting and other services and who will process Personal Data only and exclusively for the purposes specified in section 2 above. In addition, Personal Data may also be disclosed to the following recipients:
 - other group companies of ours;
 - courts and other authorities;

- partners, including but not limited to system implementation partners, distributors, resellers, independent software suppliers and developers, who may assist us in providing with the applications, products, services and information that Licensee requested or that we believe will be of interest for Licensee;
 - recipients we engage to process payment transactions, e.g., clearing houses, clearing systems, financial institutions, and transaction beneficiaries;
 - our own and external consultants and auditors to ensure professional advice, or to fulfil our audit responsibilities;
 - other recipients, if we sell or buy (or negotiate a purchase or sale of) any business or assets.
5. While rendering support services, we may use the services of Atlassian Inc., 350 Bush Street, Level 13, San Francisco, California 94104 (hereinafter: "**Atlassian**") which may receive the name and surname of legal representatives and employees of the Licensee as well as the business e-mail address and telephone number of such data subjects. The Licensor and Atlassian are parties to the European Commission Standard Contractual Clauses (2010/87/EU).
 6. We process and store Personal Data only for as long as is necessary in accordance with the processing purpose in question or for as long as there is another legal basis for doing so (e.g., statutory retention periods). We retain Personal Data that we hold on to the basis of an Agreement at least as long as the Agreement is in force and limitation periods for possible claims by us run or contractual retention obligations exist. As soon as Personal Data is no longer required for the above-mentioned purposes, it is generally and as far as possible passively set, deleted, or anonymised
 7. As far as the legal requirements are met, data subjects have the following rights:
 - a) the right to request information as to whether personal data relating to the data subject is being processed;
 - b) the right to the handing over and transmission of the data which the respective data subject has disclosed to the controller and the right that the data be made available in a common electronic format;
 - c) the right to rectify (correct) their data;
 - d) the right to erasure their data;
 - e) the right to object to the processing of data;
 - f) the right to transfer their data;
 - g) the right to file a complaint to the supervisory authority.
 8. The competent data protection authority in Switzerland is the Federal Data Protection and Information Commissioner (<http://www.edoeb.admin.ch>).
 9. We take appropriate technical and organisational measures to protect Personal Data from unauthorised access, misuse, loss, and destruction. In particular, we use encryption for data transmission (SSL/TLS encryption) where necessary and have implemented further protective measures to ensure the most complete possible protection of Personal Data.
 10. We reserve the right to amend this Personal Data Protection Notice from time to time. If such changes are made, we will publish the amended Personal Data Protection Notice on our website. The Personal Data Protection Notice published on our website is valid in each case.