

Privacy Statement for brolio (a product of Comitas AG)

Comitas AG, Wiesenstrasse 5, 8952 Schlieren, Switzerland (hereinafter "brolio"), is the author of this data protection declaration and the owner of the information (data) collected about you under this data protection declaration. Incidentally, the General Terms and Conditions (GTC) of Comitas AG apply.

We know that the careful handling of your personal information is important to you. We therefore appreciate your trust in that brolio will conscientiously handle this information. brolio is responsible for the collection, processing, forwarding, storage and protection of your personal information and ensures compliance with the Swiss data protection act as far as data from Swiss customers are concerned and also for compliance with the EU General Data Protection Regulation as far as data from customers in the EU area are concerned.

The consent you have given with this data protection declaration can be revoked at any time with future effect (see section 10, last paragraph).

1. Contact details

Comitas AG
Wiesenstrasse 5
8952 Schlieren, Schweiz
+41 (0)44 744 17 77

You can contact the data protection officer of Comitas AG at: info@comitas.ch

2. Applicable law

Data from Swiss customers and Swiss visitors to our website:

Swiss law is exclusively applicable to the processing of data from Swiss customers, in particular the federal law on data protection (DSG, SR 235.1) and the associated regulation on the federal law on data protection (SR 235.11). The EU General Data Protection Regulation (GDPR) does not apply. The applicability of the GDPR remains reserved (i) insofar as it is expressly provided for in this data protection declaration for sub-areas, and (ii) insofar as the GDPR is also mandatory for data from Swiss customers due to special circumstances.

Data from customers from the EU area and visitors from the EU area of our website:

In addition to Swiss law, Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data, on the free movement of data and on the repeal of Directive 95/46 / EC (data protection) applies to the processing of data from customers in the EU - General Regulation(GDPR) applicable. See also section 12 (Additional regulations for customers from the EU area).

3. Type and scope of the collection of personal data

when visiting our website (without login)

If you visit our online presence (www.brolio.com) outside the area protected by login, the web server technology we use automatically logs general technical visit information. This includes, among other things, the IP address of the device used (anonymized), information about the browser type, the Internet service provider and the operating system used.

when using the bexio cloud software (with login)

During free access and when using the software provided by brolio within the area protected by login, all data entered or submitted by the user during the registration process and as part of the use of the software is also saved. This is particularly the case if you register, place orders, fill out online forms, take part in surveys or competitions, correspond with us online or offline or come into contact with us via social media, blogs or other interactive media.

Your personal master data (name, address, email address) and the settings required for the respective service are usually collected here. Further information on which data we process for which purposes can be found in [Appendix A to the order processing agreement](#).

By entering your details (registration), you consent to the processing, use and disclosure of your personal data within the scope and scope of the purposes described in this data protection declaration.

Partner functions

When using any optionally available partner functions from brolio or when connecting your own account to a partner, data is exchanged between brolio and the partner concerned.

4. Data security

We use technical and organizational security measures in accordance with recognized market standards in order to protect personal data stored by us against unintentional, illegal or unauthorized manipulation, deletion, modification, access, transfer or use and against partial or complete loss. The brolio servers are located in a multi-certified and secure Swisscom (Switzerland) Ltd data center in Switzerland. Swisscom regularly backs up customer data (backup). In order to prevent data loss even in extreme cases (e.g. destruction of the data center by an earthquake), the encrypted backups are stored in parallel in several data centers. The security measures are continuously adapted and improved in line with technological developments. We assume no liability for the loss of data or their knowledge and use by third parties. For the rest, we cannot guarantee the security of data transmission on the Internet. In particular, there is a risk of access by third parties when data is transmitted by email. However, access is protected using HTTPS. If explicitly requested by the customer, the customer can opt for double authentication at any time.

5. Purpose of processing personal data / recipient of the data

We process the data collected in order to be able to continuously improve the products and services you require, to manage your use and your desired access to our applications, products and information, to maintain our business relationship with you, and the performance of our offer, to monitor and improve, to detect, prevent or solve illegal activities and to send you advertising, information or marketing material about products or services, which we assume based on the data, they could be of interest to you. The data can also be passed on for processing, storage and use for the purposes mentioned above to partner companies and service providers, selected third-party companies, institutes and / or legally authorized state authorities, at home and abroad. If the processing or storage of personal information takes place in countries that do not guarantee adequate data protection in

comparison to Swiss data protection law, we require the processor under contractual obligation to fully comply with the relevant provisions of the DSG or - insofar as data from customers in the EU area are affected - the GDPR.

We have some of the aforementioned processes and services carried out by service providers commissioned in accordance with data protection regulations and who are based in the EU or Switzerland. These are companies in the categories IT services, payment transactions, print service providers, billing, debt collection and consulting as well as sales and marketing as well as service providers that we use within the framework of order processing relationships.

6. Cookies

Cookies help to make your visit to our website easier, more pleasant and more meaningful. Cookies are information files that your web browser automatically saves on your computer's hard drive when you visit our website and use our services.

You can independently manage your security settings in the browser and thereby block or deactivate the cookies we use, whereby certain brolio services may then no longer be able to be used (in full).

Tracking and analysis tools / social media

The use of our digital offers is measured and evaluated using various technical systems, mainly from third-party providers such as Google Analytics. These measurements can be carried out anonymously or personally. It is possible that the data collected by us or the third-party providers of such technical systems can be passed on to third parties for processing. The most commonly used and best-known analysis tool is Google Analytics, a service from Google Inc. This means that the data collected can in principle be transmitted to a Google server in the USA.

Our website uses Google Analytics, a web analytics service provided by Google Inc., located at 1600 Amphitheater Parkway, Mountain View, CA 94043, U.S.A. ("Google"). Google Analytics uses so-called cookies, text files that are stored on your computer and that enable an analysis of your use of the website. The information generated by the cookie about your use of the website (including your IP address) is transmitted to a Google server in the USA and stored there. Google will use this information to evaluate your use of the website, to compile reports on website activity for us and to provide other services related to website activity and internet usage. Google may also transfer this information to third parties if this is required by law or if third parties process this data on behalf of Google. Under no circumstances will Google link your IP address with other Google data.

If you do not want your website activities to be available for Google Analytics, you can install the browser add-on to deactivate Google Analytics

[Link: <https://support.google.com/analytics/answer/181881?hl=en>].

This prevents activity data from being shared with Google Analytics via the JavaScript (ga.js, analytics.js and dc.js) executed on websites.

The analysis of data by other tools of the website owner is not prevented if you use the add-on. Data can still be sent to the website or to other web analysis services.

Integration of third-party offers / social media

Our digital offers are networked in a variety of ways with functions and systems of third parties, for example by integrating plug-ins from third party social networks such as Facebook, Twitter, etc. If you have a user account with these third parties, it may also be possible for them to use this to track your usage of our services. Further personal data such as IP address, browser settings and other parameters can be transmitted to these third parties and stored there. We have no control over the use of such personal data collected by third parties and assume no responsibility or liability. In addition, brolio has no detailed knowledge of what data is transmitted to third-party providers, where it is transmitted to and whether it is anonymized.

7. Automatic decisions

brolio does not use profiling or automatic decision-making techniques. If brolio uses these procedures in individual cases, you will be informed separately if this is required by law.

8. Communication by email

You can unsubscribe from receiving electronic mailings at any time or adjust the type and scope of this marketing service. The electronic mailings each contain a corresponding link.

9. Duration of storage

brolio processes and stores your personal data as long as you use the service. It should be noted that the contractual relationship is a continuing obligation, which is set up for years.

If the data is no longer required for the fulfillment of contractual or legal obligations, it will be deleted regularly, unless its - temporary - further processing is necessary for the following purposes:

- Fulfillment of commercial, tax law and other retention requirements in Switzerland: In particular, the ten-year deadline for keeping and storing the business books (OR 958f); Special laws can also result in longer deadlines.
- Fulfillment of commercial, tax law and other retention requirements in Germany: In particular, the Commercial Code (HGB) and the Tax Code (AO) are to be mentioned. The periods for storage and documentation specified there are two to ten years; Special laws can also result in longer deadlines.
- Fulfillment of commercial, tax and other retention obligations in other countries, insofar as and insofar as brolio is active there.
- Preservation of evidence within the scope of the respective statutory limitation periods, whereby such limitation periods can be up to 30 years and more.

10. Information, correction, deletion, blocking, consent

You have the following rights with regard to your personal data. brolio also explicitly grants these rights contained in the GDPR to Swiss customers, insofar as they are not already entitled to similar rights based on the GDPR:

- the right to information under Article 15 GDPR,
- the right to correction under Article 16 GDPR,
- the right to deletion according to Article 17 GDPR,
- the right to restrict processing in accordance with Article 18 GDPR,

- the right to data portability according to Article 20 GDPR, as well
- the right to object according to Article 21 GDPR.

Any restrictions of the GDPR and the applicable national data protection laws or other national laws apply to the aforementioned rights.

If you are asked to give consent in connection with the services of brolio, you give this consent by clicking the corresponding checkbox that brolio may collect, process, use and pass on your personal data accordingly.

You can of course withdraw your consent at any time without affecting the lawfulness of the processing carried out based on the consent up to the withdrawal. The revocation can be sent in writing to brolio's aforementioned address. However, an email to info@comitas.ch is also sufficient. However, some of the services and functions will then no longer be available to you.

11. Links to other websites

The brolio website contains hyperlinks to third-party websites that are not operated or controlled by brolio. Brolio is not responsible for their content or data protection practices.

12. Additional regulations for customers from the EU area

The following provisions are only applicable for customers from the EU area, they do not apply to Swiss customers.

Legal basis for processing

The processing of your data for the purposes mentioned in section 5 is carried out in accordance with Article 6 Paragraph 1 Letter b GDPR for the fulfillment of the contract. The subject of the contract are the services mentioned above.

Your data is also processed as described above to protect brolio's legitimate interests (Article 6 (1) (f) GDPR). These are the improvement of products and services (including delivery of direct mail), the performance of the offer to be monitored and improved, and in order to identify, prevent or clarify illegal activities.

In addition, the data is processed in accordance with Article 6 (1) (c) GDPR to fulfill legal obligations (e.g. retention and documentation requirements). This includes in particular your personal master data.

If you are of the opinion that one or more of the purposes mentioned in Section 5 is not covered by the legal bases mentioned above, you can request that we no longer process your personal data for certain individual purposes (opt-out). Such an opt-out does not prevent you from continuing to use the brolio cloud software, unless such use requires the corresponding data processing. You can send such an opt-out in writing to the brolio address mentioned at the beginning. However, an email to info@comitas.ch is sufficient.

Right to lodge a complaint

If you believe that the processing of your personal data violates the GDPR, you have the right to lodge a complaint with a competent supervisory authority in accordance with Article 77 GDPR.

Of course, brolio will be happy to take your complaints and requests in advance. Contact us by email at info@brolio.com

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