# **Privacy Policy for business correspondence**

The protection of your personal data is of particular importance to us. In accordance with the provisions of the General Data Protection Regulation (GDPR), we inform you about the processing of any personal data carried out in the course of carrying out business correspondence and any related rights to which you as a concerned person are entitled to.

This privacy statement can be updated any time. Therefore we strongly recommend that you read this privacy statement regularly in order to familiarise yourself with any possible changes. This document reflects the current version in force. The general Privacy Policy you can find under the link <a href="https://www.quantumleben.com/en/privacy-policy.html">https://www.quantumleben.com/en/privacy-policy.html</a>.

Any personal, role and function designations used in this document are to be understood as both female and male.

### 1 Name and contact details of the responsible unit

For our data processing the responsible entity is: Quantum Leben AG, 9490 Vaduz, Städtle 18, Principality of Liechtenstein

### 2 Data Protection Officer

QL has appointed a data protection officer who will be available to answer any questions you may have regarding data processing carried out by us. You can reach him at the following e-mail address: <a href="mailto:dataprotection@quantumleben.com">dataprotection@quantumleben.com</a>

#### **3** Processing of data regarding business correspondence

In accordance with the provisions of the GDPR, we process personal data. If you contact us via our email address info@quantumleben.com, we collect and process the following personal data: Name, contact details, e-mail address and if applicable your function and position within a company. If necessary, we also process additional data if these are transmitted to us by you.

We process these data in order to initiate a correspondence with you and to provide you with any requested information. The legal basis for this data processing is either an obligation to fulfil a contract, in particular an insurance contract, in the case such a contract is in place between yourself and us or a pre-contractual activity, since the correspondence is assumed to be related to our propositions.

If you are in a business relationship with us, we may collect additional purpose-related data about which you will be informed at the appropriate point in the general Privacy Policy.

In principle QL does not transmit your personal data related to any business correspondence. For the above listed purposes, transmission of your personal data to external processors (Article 28 GDPR) for processing the data on our behalf is possible. The legal basis for this data forwarding to external processors is the same than for data processing at QL.

Your data will not be transferred to third countries outside the EU/EEA without an adequacy decision.

Your personal data will only be stored as long as it is necessary to fulfil the original purpose or there is a legal basis for doing so.

The provision of your personal data for business correspondence takes place because you contact us regarding contractual matters. In this case you only need to provide the data we need to respond to your requests. Without this data we will usually not be able to correspond with you.

## 4 Your Rights

In order to protect your personal data which QL collects, processes and uses, you are entitled to the rights of information, rectification, erasure, restriction, data portability, withdrawal and objection.

To assert these rights, please contact our data protection officer at: <u>dataprotection@quantumleben.com</u>.

If you believe that the processing of your data violates the data protection law or your interests in data protection have otherwise been violated in any way, you can also complain to the supervisory authority. In Liechtenstein, this is the Data Protection Office ("Datenschutzstelle").