



PRIVACY POLICY

Last Update: 21st Feb, 2023

We respect your privacy and we are committed to utmost protection of the personal information you provide to us. We would like to share with you the following principles that govern our privacy practices. Your use of QuickTrials (the “Service”), including the way we treat personal data, is governed by Swiss law. Please note that “Personal Data” or “Personal Information” is any information that identifies an individual user or that could be used to contact or locate an user.

This Privacy Policy applies only to the Service. It does not apply to any third party website or service linked to the Service or recommended or referred by the Service or by QuickTrials users.

Collection of Your Personal Data

We collect your personal information to provide you the Service and respond to your requests, which may include, for example, registering your account, communicating with you in connection with the Service, registering you for our newsletter or for marketing activities.

We may collect the following personal information from you:

- Directly through your registration at the Platform: your name or alias, your email address and your payment details (credit card and billing address) if you are the primary contact for your Organisation.
- Your name and email address if a Sponsoring Organisation creates a login for you and invites you to join their organisation account.
- If you enable a feature to record the GPS location when a measurement is recorded, the GPS details will then be a part of our records.
- If you create any additional personal properties (e.g., "phone number") that are not built into the Service’s default properties.
- If you contact us for any reason, we will receive whatever information you voluntarily provide (e.g., your feedback and reviews).

We may collect further information from you, only if permitted by you or needed for the performance of a service you have requested. You however own all your personal information.

You may submit a request to know, access, correct or delete the information we have collected about you by emailing privacy@quicktrials.com. This request will then be passed along to the legal entity through which you obtained access to the application (your “Sponsoring Organization”) who will then in turn instruct us how to respond to your request.

If you are the primary contact for the Sponsoring Organisation we will process your request directly in adherence to local laws and contractual obligations.

You may appeal any decision made about your request by following the instructions in the communication you receive from us notifying you of the decision. You may also exercise your rights to know, access, correct, delete, or appeal by sending your request to the physical address provided in the “Contact Us” section below.

Your right to know includes what personal information we have collected about you, including the categories of sources from which the personal information is collected, the business or commercial purpose for collecting or sharing personal information, the categories of third parties to whom we share the personal information, and the specific pieces of personal information we have collected about you. We do not collect sensitive personal information. We do not discriminate based on the exercise of any privacy rights that you might have.

We will respond to your request consistent with the process described above, applicable law, contractual obligations and subject to proper verification. We will verify your request by asking you to send it from the email address associated with your account or to provide information necessary to verify your account.

By using our Service, you agree to your personal data being collected and processed by us, while also ensuring their accuracy and authenticity. You also represent that you have been informed of the type of personal data collected and processed, of the purposes for which they will be used, and your right to access, correct or delete such personal data.

Use of Your Personal Data

We use your Private Data to meet contract obligations, e.g.:

- to be able to process your personal information in order to display it to you and your teammates, to index it so you are able to search it, to make backups to prevent data loss, and so on;
- to allow you access to the Platform so that you can create your account and generally to process your requests;
- to send you our regular newsletter, to communicate with you about the services you asked for, to offer you additional services and events and generally for marketing purposes;
- to the extent necessary to enforce our Terms of Use and to comply with the applicable law;
- to provide you with service support.

We may use your information to create aggregated statistical information which is anonymous, as well as to perform statistical analysis.

You can opt out of receiving promotional newsletters at any time by using the unsubscribe button at the bottom of a newsletter or contacting us at privacy@quicktrials.com.

Your Use of Third Party Personal Data

You will ensure that your processing and use of any data relating to another QuickTrials user, or any other natural person received via the Service, will comply with all laws and regulations regarding privacy and data protection. Please, make sure that any of your

personnel that have access to personal data will be suitably trained in the practical requirements of applicable privacy laws.

Use of Cookies and Other Tracking Technologies

We use “cookies” to collect certain information from all users, including website visitors who are not registered and do not use any specific services from QuickTrials. A cookie is a string of data our system sends to your computer and then uses to identify your computer when you return to QuickTrials.

Cookies provide us with usage data we may use to personalise your experience and track user traffic patterns. For instance, when you return to QuickTrials, cookies identify you and prompt QuickTrials to provide your username (not your password), so you can sign in more quickly. Cookies also allow QuickTrials to remind you of your past configuration or preferences. Finally, we use information gained through cookies to compile statistical information about use of the Service, such as the time users spend at the site and the pages they visit most often. Those statistics do not include personal information.

By accepting the Terms and using the Service, you agree to the use of “cookies” and confirm that you have been given the opportunity to refuse the storage of or access to cookie information. If you prefer not to receive cookies while browsing QuickTrials or via HTML-formatted emails, you can set your browser to warn you before it accepts cookies or refuse the cookie when your browser alerts you to its presence. You can also refuse all cookies by turning them off in your browser.

Here are the reasons we may use cookies:

- a. *Analytics.* This type of cookies shows us which pages users view, which links are popular, etc. These cookies only provide anonymized information that does not identify anybody personally. This information is then bundled with the similar information from the other users, so that we can analyse the general usage patterns.
- b. *Essential cookies.* These are necessary to provide the services that you have asked for. Without these essential cookies, our Service would not be able to operate. They are necessary to enable users to navigate through the Service and use its main features. E.g., essential cookies identify registered users so that they can access member-only areas of the site. Essential cookies keep users logged in. If a subscriber disables essential cookies, that subscriber won't be able to get to all of the content that a subscription entitles them to. These cookies don't collect information that could be utilised for the purposes of marketing or figuring out what places on the internet you have visited.
- c. *To improve your browsing experience.* This type of cookies enables the site to remember users' preferences and settings, such as geographic region or language. They can also be used to restrict the number of times an ad is shown, to remember which forms you have already filled in, so that you don't have to do it again.
- d. *To implement tracking technology on our Service.* This tracking does not use your personal information; it uses deidentified data (i.e., data that cannot be tied

specifically to you). We will not combine this data with your other personal information without your prior express permission.

Protection of Personal Data

We store and process your personal information on our servers, and we protect it by maintaining electronic and procedural safeguards in compliance with applicable Swiss federal regulations. We use computer safeguards such as firewalls and data encryption, we ensure physical access to the servers is controlled, and we authorise access to personal information only for those employees who require it to fulfil their job responsibilities on a “need to know” basis.

For any questions or complaints regarding this Privacy Policy you can contact us at privacy@quicktrials.com.

Children’s Privacy

We do not knowingly collect any personal information about children under the age of 18. Our Service is not directed to children under the age of 18. If we become aware that a child under 18 has provided any personal info, it will be erased from our database as soon as reasonably possible, except when we need to keep that information for legal purposes or to notify a parent or guardian. However, portions of this data may remain in back-up archives or weblogs even after we erase it from our databases. If a parent or guardian believes that a child has sent us personal information, send us an e-mail.

International Transfer

We store and process information in the EU and Switzerland in order to provide the service. By submitting any personal information to us, you agree to its transfer to and processing in the EU and Switzerland.

EU Users’ Rights

This section of our Privacy Policy applies to the users of our Service in the EU. We would like to inform you about your GDPR rights and how we safeguard them.

- a. *Your GDPR rights to be informed, to access, rectify, erase or restrict the processing of your personal information.* You have the right to obtain free information about what personal data we have obtained about you, where it is stored, for how long, for what purposes it is used, to whom it was disclosed. You have the right to have us, without undue delay, rectify of inaccurate personal data concerning you. That means you can request we change your personal data in our records, or have your incomplete personal data completed. You have the “right to be forgotten,” i.e. to have us delete your personal information, without undue delay, if the data is no longer necessary in relation to the purposes for which it was collected. However, GDPR gives us the right to refuse erasure if we can demonstrate compelling legitimate grounds for keeping your information.
- b. *GDPR gives you the right to restrict processing* if any of the following applies:
 - i. If you contest the accuracy of your personal data, we will restrict processing it

- for a period enabling us to verify its accuracy.
- ii. The processing is unlawful and you oppose its erasure and request instead the restriction of its use.
 - iii. We no longer need your personal data for the purposes of the processing, but you require us to restrict processing for the establishment, exercise or defence of legal claims.
 - iv. You have objected to processing pursuant to Article 21(1) of the GDPR pending the verification whether our legitimate grounds override yours.
- c. Right to data portability.* Upon request, we will provide you your personal data in our possession, in a structured, commonly used and machine-readable format. You have the right to transmit that data to another controller if doing so does not adversely affect the rights and freedoms of others.
- d. Right to object.* You can object, on grounds relating your particular situation, at any time, to processing of your personal information, if based on point (e) or (f) of Article 6(1) of the GDPR. We will then have to stop processing, unless we can demonstrate compelling legitimate grounds for the processing. If you object to the processing for direct marketing purposes, we will have to stop processing for these purposes.
- e. Right to withdraw consent.* GDPR grants you the right to withdraw your earlier given consent, if any, to processing of your personal data at any time.
- f. Rights related to automated decision making.* As a responsible business, we do not rely on any automated decision making, such as profiling.

Contractor and Other Third Party Access to Personal Data

We may only disclose your personal information to third parties with your explicit consent or where it is necessary for the provision of our services to you.

We may share your information with third party service providers to provide you with the Service or to facilitate your use of the Service; to process any transactions you make through the Website or Service, or to provide technical support. Except as set forth in this Policy, these third party service providers are required not to use your information other than to provide the services requested by us. You agree to the sharing of your information with our contractors and other service providers for the sole purpose of providing services to you. We may however disclose to third parties where such disclosure is required by law or in case of legal claims, e.g. to attorneys, collection agencies, etc., or law enforcement authorities to address potential violations, or illegal behaviour.

Links to Third Party Websites

The Service, as well as the third party material displayed on QuickTrials, contain links to and may allow you to visit third party websites. The fact that we link to a website through the Service is not an endorsement or authorization of that third party, nor is it an endorsement of their privacy or information security practices.

Accessing and Correcting Your Personal Data

You can review and edit your personal information at any time by logging in to your account from any browser and selecting to the “User” link on the top screen menu

Amendment of this Privacy Policy

We may update this privacy policy from time to time by posting a new version on our website. The date of the last update is at the top of this page. We may also notify you of changes to our privacy policy by email.

Contact Us

We can be reached at the following email address: privacy@quicktrials.com
or physical address: RESONANZ Group, Wachlenstrasse 5, 8832 Wollerau, Switzerland