

## **Privacy policy**

This Privacy Policy outlines how your personal data will be handled. If you would like any further information or have any comments about our Privacy Policy or any other aspect of the MW Coaching websites or service, please contact us. The MW Coaching website, and its access and use by all visitors, are governed by our Terms of Use. By accessing the MW Coaching website and any services accessible from MW Coaching websites, you agree to be bound by MW Coaching Terms of Use which you must read and accept as a condition to accessing MW Coaching website.

### **What data do we collect?**

In order to provide you with our services, we may collect and keep a record of personal data about you. This may include general data such as your IP address, date/time of the access, details of files or pages consulted, page from which the access took place, top level of the domain name (.com, .ch, etc.), internet navigator and operating system used. We may ask you for personal data for registration purposes. There will also be explicit feedback forms asking you to provide personal data such as name, location, e-mail-addresses etc.

### **How will we use your data?**

The data collected during the registration process are used by us and our licensees and subcontractors for fulfillment of any contract plus for use by our commercial partners who may at our discretion be allowed to from time to time use your data in order to keep you informed of offers which might be interesting to you from time to time.

We will usually store your personal data for the period in which you use the MW Coaching websites and for a reasonable period after you have evidently, from our point of view, ceased to use it. We reserve the right to keep data for longer, for example - but not limited to - to investigate breaches of our Terms of Use.

### **Your data available on the MW Coaching website**

In principle your “Participant” data are private, with the exception of certain functionalities that are developed deliberately to share information with (i) businesses or with the exception of certain functionalities that are developed to share with (ii) others.

### **Cookies**

We may use standard technology called ‘cookies’ on the MW Coaching website. Cookies are small pieces of information that are stored by your browser on your computer’s hard drive. Our cookies enable us to identify you and to store information between visits. Most browsers automatically accept cookies, but you can usually change your browser to prevent cookies being stored, however if you do turn cookies off this will limit the service that we are able to provide to you. Please ensure that your browser’s cookie settings are as you wish.

### **Security**

We have security procedures in place to protect our user database from loss and misuse, and we only allow access to it when necessary, and then under strict guidelines as to what use may be made of the personal data contained within it. This website may contain links to other websites. We have no control over and are not responsible for, the content of, and the privacy policies or security of, such sites. We recommend that you check the privacy and security policies of each website you visit.

### **Your right to access and manage your personal data**

You have the right to receive information about the personal data we hold about you and to have your data amended or deleted. A fee may be chargeable for any action by us at your request.

You can amend your personal data in your Profile.

### **Accuracy of your personal data**

You are responsible for maintaining the accuracy of your personal data (i.e., the information you supplied to MW Coaching upon registration) and for the security of your username and password; and for all activity that occurs on your account, even when content is posted by others on/via your account. You agree: (i) to notify MW Coaching immediately of the discovery of any unauthorized use of any username or password or any other known or suspected breach

of security; and (ii) to use reasonable efforts to immediately stop any unauthorized activity known or suspected.