

## *Privacy Policy*

This website is produced and published by MENINTIME SA with its registered office in Switzerland, Rue Neuve 1, 2300 la Chaux-deFonds, entered in the commercial register of the Canton of Neuchâtel with the number CHE-204.173.681. When reference is made below to MENINTIME, this means the companies specified in the Legal Notices (cf. statutory information in the [Legal Notices](#)).

We are accordingly responsible for collecting, processing and using your personal data and data processing in conformity with the law. These data protection provisions constitute an integral part of the terms of use, which you will find here.

We are committed to handling your personal data responsibly. Consequently, we regard it as self-evident that we comply with the statutory requirements of the Swiss Federal Law on Data Protection (DSG), the Ordinance to the Federal Law on Data Protection (VDSG), the Telecommunications Law (FMG) and other provisions of Swiss data protection law.

*We would like to inform you below about how we handle your personal data.*

Please note that the information contained below may be revised and amended from time to time. We therefore recommend that you view this data protection statement regularly. During your visit to our website [www.menintime.com](http://www.menintime.com), your personal data is collected and used by us to the following extent and for the following purposes:

### *Extent and purpose of the collection, processing and use of personal data*

#### *Visiting our website*

When you visit our website, our servers temporarily store every access in a log file.

The following data is stored by us:

- the IP address of the requesting computer,
- date and time of access,
- name and URL of the data accessed,
- the website from which access is made to our domain,
- your computer's operating system and the browser you use,
- the country from which access to our website is made and
- the name of your internet provider.

This data is collected and processed in order to allow use of our website (forming a connection), to ensure long-term system security and stability, to improve our internet services and to carry out internal statistical analyses. The IP address is only analysed in the event of attacks against the network infrastructure of www.menintime.com and for statistical purposes.

### *Registering for our MENINTIME newsletter or using the contact form*

In order to receive the newsletter or to get in touch with us using the form, it is (\*absolutely) essential that you enter the following personal data truthfully:

- your email address
- title
- language
- first name
- surname
- address (complete postal address with post code and the name of the town or city)
- country
- telephone/fax
- interests

We require this information to process your requests, to be able to send you our newsletter and/or to use it for marketing purposes as described in more detail below.

### *Passing your data to third parties*

We will not pass on your data to any other company or organization except our marketing partners for our campaigns. These third party companies are obliged to respect the privacy of users to the same extent as the provider itself. If the level of data protection in a country is considered unsuitable for Swiss circumstances, we will ensure by means of a contract that your personal data is protected according to Swiss regulations at all times.

### *Right to information, deletion and correction*

You may ask for information about the personal data stored by us at any time. Requests for information must be submitted in writing with proof of identity. You are also entitled to require that your data stored by us is deleted or corrected at any time.

You may do this by sending a request to this effect by email to [info@menintime.com](mailto:info@menintime.com).

Please note that certain data must be retained by us by law for a certain period. Such data must therefore remain stored by us until the end of this period. We will block this data in our system and only use it to comply with statutory requirements.

### *Advice for children and parents*

The MENINTIME website is addressed to an adult public. It is forbidden for minors, and especially children under 13 years of age, to transmit personal data about themselves to us or to register to receive a service. If we detect that such data has been transmitted to us, it will be deleted from our database. The parents (or legal guardians) of the child may contact us and request deletion of the data or de-registration. For this purpose, we require a copy of an official document confirming you as a parent or guardian.

### *Data security*

We use suitable technical and organisational security measures that seem appropriate to us to protect your data stored by us from manipulation, partial or total loss and unauthorised access by third parties. Our security measures are continuously updated according to technological developments.

We also take the protection of our own internal company data very seriously. Our staff and the service providers engaged by us are obliged to maintain confidentiality and to comply with the provisions of data protection law. Moreover, these are only granted access to personal data as far as is necessary.

### *Cookies*

Cookies help, among other things, to make visiting our website easier, more pleasant and more useful. Cookies are information files stored automatically by your browser on the hard disk of your computer when you visit our website.

Cookies do not harm the hard disk of your computer nor do they transmit your personal data to us.

We use cookies, for example, to recognise you as a registered user so that you do not need to register again each time. Use in this case does not mean that we obtain new personal data about you as an online visitor. Most internet browsers accept cookies automatically. However, you can adjust your browser settings so that cookies are not placed on your computer or so that you receive a new warning message when you encounter a new cookie.

Deactivating cookies, however, may result in your being unable to use all the functions in our portal.

### *Tracking tools*

We use the web analysis service Google Analytics in order to improve and optimise our website for our users on a continuous basis. For this purpose, user profiles using pseudonyms are created and small text files are used and placed on your computer ("cookies"). These generate information about your use of this website, such as:

- browser type and version
- the operating system used
- the referrer URL (the page previously visited)
- host name of the accessing computer (IP address)
- time of the server request

and this is transmitted to Google Inc. servers in the USA and stored there. This information is used to analyse the use of our website, compile reports about activities on the website and to perform other services connected with use of the website and the internet for market research purposes, and to make these internet sites even more user-friendly. This information is also passed to third parties as required if this is prescribed by law or if third parties process this data on our behalf. No connection is ever made between the IP address and other data relating to the user. IP addresses are anonymised so that they cannot be attributed to a specific person (IP masking).

Users can configure their browser in such a way that it forbids the installation of cookies. However, we would like to point out that if you do this it may not be possible for you to use all the functions of this website to their full extent.

You will find further information about the web analysis service we use on the Google Analytics website. You can obtain advice on how you can prevent your data being processed by the web analysis service at <http://tools.google.com/dlpage/gaoptout?hl=de>.

### *Social media plug-ins*

#### *Facebook:*

On the MENINTIME website we use social media plugins of the social network Facebook to make our website more personal by using the “Like” or “Share” buttons. This is a service provided by the American company Facebook Inc., Palo Alto, USA.

If you access a page on our website that contains such a plugin, your browser automatically makes a connection to the Facebook servers. The content of the plugin is transmitted directly by Facebook to your browser and integrated into the web page from there.

By integrating the plug-in Facebook receives information that your browser has accessed the relevant page of our website, even if you do not have a Facebook account or are not specifically logged into Facebook. This information (together with your IP address) is transmitted directly to a Facebook server in the USA by your browser and stored there.

If you are logged into Facebook, Facebook is able to allocate your visit to our website directly to your Facebook account. When you interact with plugins, i.e. activate the “Like” or “Share” button, the relevant information is similarly sent directly to a Facebook server and stored there. The information is also published on Facebook and displayed to your Facebook friends.

Facebook may use this information for advertising and market research purposes, and to customise the appearance of the Facebook pages as required. For this purpose, Facebook creates profiles on usage, interests and relationships that make it possible, for example, to analyse your visit to our website in relation to the advertising displayed to you on Facebook, to inform other Facebook users about your activities on our website and to make additional services available in connection with your use of Facebook.

#### *+1 (Google Plus):*

Our website uses the “+1” browser function of the social network Google Plus, which is operated by Google. You will recognise the relevant button by the symbol “+1” on a white or coloured background.

If you access a page of our website that contains such a button, your browser automatically creates a connection with the Google servers. The contents of the “+1” button is transmitted directly to your browser by Google and integrated by Google into the website. This means that we have no influence on the extent of data collected by Google. According to Google, no personal data is collected as long as you do not click on the button. Such data, including your IP address, is only collected and processed if members are logged in.

#### *Twitter:*

Plugins of the short messaging network Twitter Inc., San Francisco, USA, are integrated into our web pages. You will recognise the Twitter plugins (Tweet button) on our website by the Twitter logo. You will find a summary of information on the Tweet button here. When you access a page on our website that contains such a plugin, a direct connection between your browser and the Twitter server is created. As a result, Twitter receives information that you have accessed our site with your IP address. When you click on the Twitter button while you are logged into your Twitter account, you can link the contents of our pages with your Twitter profile, which means that Twitter can attribute your visit to our website to your user account. As providers of these pages we would like to point out that we are not aware of the content of the data transmitted or do not know how Twitter uses this. You will find further information about this in the Twitter data protection statement.

#### *Further information:*

If you do not wish Facebook, Google Plus or Twitter to collect data about you via our website and attribute it to your account or link it to your member data, you must log out of the relevant social media platforms before you visit our website.

Please refer to the data protection information of the relevant social media platform for more details on the purpose and extent of the collection, further processing and use of data by the various social media platforms, your rights in this regard and advice on how you can configure your account or your membership to protect your privacy.

## *Contact*

If you have any questions on data protection on our website, would like more information or would like to arrange for your data to be deleted, please get in touch with us by sending an email to [info@menintime.com](mailto:info@menintime.com).

By post, please address your requests to the address below:

MENINTIME SA  
Data Privacy  
Rue Neuve 1  
CH-2300 la Chaux-de-Fonds