

# Privacy Policy and Cookies Policy

**Procivis AG**

(26 September 2018)

We are collecting and processing your personal data.

Any type of personal data can be used to identify you. It is very important that you keep in mind that sharing your personal data is a responsible activity and increasingly requires you to take precautionary measures as to protect it. **You have the right to remain in full control over your personal data.** This means that you have the right to be made aware of risks, rules and safeguards in relation to the processing of your personal data. You have the right to ask questions about **how** and **why** your data is processed and, if you do not like the answer, you have the right to object to data processing and have your data erased.

As part of our commitment, in the next pages we will explain how we collect, use and protect your personal data, as well as why we are processing your personal data and what are your rights in relation to this processing.

Participation in the Initial Token Offering (ITO) is conditional on consent to the processing of personal data. The following information is necessary for the performance of the agreement between parties. Therefore, by consenting to your data being processed you agree to multiple and all purposes, hence if you do not agree with any of the purposes you should not participate in the ITO.

Moreover, Procivis uses **cookies** to keep our sites reliable, secure and personalised. When you continue to use our sites you accept cookies, this helps us to make the sites (procivis.ch, vetri.global) better by remembering your preferences, customising content or ads.

Most cookies collect general information, such as how visitors arrive at and use our sites, the device they are using, their internet protocol address (IP address), what pages they are viewing and their approximate location (for example, we would be able to recognise that you are visiting our sites from a particular city). We also use cookies to help us understand our audience and to analyse how and which of our sites are used (Google Analytics and Clearbit).

We use cookies to serve you with advertisements, which is sometimes send directly to your email, that we believe are relevant to you and your interests.

If you do not understand or have further questions regarding the purpose of data processing, before agreeing with it, please reach out to our person responsible for handling your personal data on [privacy@procivis.ch](mailto:privacy@procivis.ch).

While complying with the Know Your Customer requirements, we will limit to the fullest possible extent interference into your right to privacy. We have in place appropriate technical and organisational measures to prevent unauthorised or unlawful access to the personal data you have provided to us. When assessing the appropriate level of security we took steps to ensure that only qualified and limited number of personnel can access your personal data. Moreover, records of your personal data are protected using state of the art encryption and processed only when necessary.

As complete data security cannot be guaranteed for communication via instant messaging (Telegram) and similar means of communication, we would recommend sending any particularly confidential information only by regular post or e-mail.

## **1. Procivis and General Data Protection Regulation (GDPR)**

Procivis AG is a Data Controller within the meaning of Article 4 (7) of GDPR and Art. 3 (i) of the Swiss Federal Act on Data Processing. If you are a resident of the European Union or other regions with laws governing data collection and use, then you agree to the transfer of your information to Switzerland.

## **2. You can contact person responsible for handling your personal data**

You can send us your questions or request related to any aspect of your personal data either by regular mail (Procivis AG, Bahnhofstrasse 3, 8001 Zurich, Switzerland) or via email ([privacy@procivis.ch](mailto:privacy@procivis.ch)).<sup>1</sup>

## **3. Information you provided to us and how do we process your personal data**

We are collecting and processing sensitive personal data about you.<sup>2</sup> This personal data can be used to uniquely identify you. The processing of this data is necessary for the

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<sup>1</sup> The person responsible for handling your personal data is not a Data Protection Officer within the meaning of Art. 37 GDPR even if his tasks coincide with those listed in Art. 38 and 39 GDPR.

<sup>2</sup> Not within the meaning of Art. 3 (c) of the Swiss Federal Act on Data Processing nor Art. 9 of the General Data Protection Regulation 2016/679 (EU GDPR).

purposes of carrying out the professional obligations under the relevant regulations and, in particular, the Know-Your Customer and Anti-Money Laundering regulations. We may also use your de-identified and aggregated data for statistical purpose.

You have the right to withdraw your consent at any time by writing an email to our responsible person. In case of overriding interests that require the processing to continue, we will nevertheless consider your request in good faith and respond to you.

The following information is necessary for the performance of the agreement between parties and will be collected and processed by Procvivis AG or entities employed by Procvivis to perform this tasks on our behalf, subject to Procvivis supervision and obligations derived from this Privacy Policy:

**a. Personal and Demographic data:**

- Name and Surname
- Date of Birth
- Gender
- Occupation
- Origin of assets
- Fiscal domicile
- Addresses
- Country of residence
- Nationality and Citizenship
- KYC documents (a copy of your national identity card or passport)<sup>3</sup>
- Financial information, including payment and transaction records and information relating to your assets
- Details of our interactions with you and any records of our communication
- Identifiers we assign to you (such as AMLA number)
- When you access our Website, data transmitted by your browser will be automatically recorded by our server (such as log files and information collected by Google Analytics)

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<sup>3</sup> The legal basis for the KYC procedure is the Anti-Money-Laundering Act (Bundesgesetz über die Bekämpfung der Geldwäscherei und der Terrorismusfinanzierung, status as of 1 January 2016), Anti-Money Laundering Ordinance (Verordnung über die Bekämpfung der Geldwäscherei und der Terrorismusfinanzierung, status as of 1 January 2016), FINMA Circular 2016/7 (Video and online identification, due diligence requirements for client onboarding via digital channels, status as of 8 March 2016) as well as VQF-Circular 2016/1 concerning Applicability of regulations issued by FINMA (status as of 14 June 2016) and the Regulations of the Self-regulatory Organisation pursuant to the Anti-Money Laundering Act regarding the Combating of Money Laundering and Terrorist Financing (Reglement der Selbstregulierungsorganisation nach Geldwäschereigesetz Bekämpfung der Geldwäscherei und Terrorismusfinanzierung, status as of 28 September 2015).

**Important:** In certain cases Procivis will contact you with questions concerning further clarifications regarding your occupation, origin of assets or fiscal domicile. The question may take into consideration also your demographic data. Your answers can be used to prepare special clarifications or conclusions, which are not automated and drafted by taking into consideration macro-economic parameters.

**b. Personal contact details:**

- Phone Number
- Email Address (when you sign up with your email address to the newsletter or on the Website your email will be used for updates)

Procivis will use your personal data to draft a document called "Personal Profile" which will comprise your personal demographic data, personal economic and social data and personal contact details.

In the course of exercise of our rights, we will run your personal data against publicly accessible databases that will disclose to us whether you are a Politically Exposed Person (PEP) or if there are any criminal charges brought against you.<sup>4</sup>

**c. Audio and visual identification**

Procivis will ask you to schedule a video call in which you will be asked whether you consent with the video and audio identification being recorded. We will ask you to state information listed above under the "Information you provide us". We will ask you to display your identity to the camera.

**4. Legal basis for processing**

We may disclose your information only if legally obliged to do so, when meeting our on-going regulatory and compliance obligations (e.g. anti-money-laundering and tax laws), including in relation to recording and monitoring communications, disclosures to tax authorities, financial service regulators and other regulatory and governmental bodies, and investigating or preventing crime.

Depending on the purpose of the processing activity, the processing of your personal data will be one of the following:

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<sup>4</sup> Pursuant to Art. 10 of the GDPR on processing of personal data relating to criminal convictions and offences, Procivis is required to collect and analyse this data by the Anti-Money-Laundering Act.

- Necessary for fulfilling our contractual obligations towards you, without unduly affecting your interests or fundamental rights and freedoms
- Required to meet our legal or regulatory responsibilities, including when we conduct the KYC checks
- In limited circumstances, processed with your consent which we obtain from you from time to time (for instance where required by laws other than the EU GDPR or when exercising our rights under Articles 16 and 17 of the Charter of Fundamental Rights), or processed with your explicit consent in the case of special categories of personal data such as your financial information.

## 5. Purpose of processing

We always process your personal data for a specific purpose and only process the personal data which is relevant to achieve that purpose. In particular, we process personal data for the following purposes:

- Client on-boarding processes, including to verify your identity and assess your application and to conduct legal and other regulatory compliance checks to comply with anti-money laundering regulations, and prevent fraud
- Ensuring proper execution by ensuring that we can identify you and make payments or transfers to your accounts;
- Managing our relationship with you, which includes communicating with you in relation to the products and services you obtain from us and from our business partners, handling customer service-related queries and complaints, verifying your identity.
- We will notify to you any other purpose from time to time.

To the extent we obtained your consent to process your personal data in the past, we will no longer rely on such consent, but instead will rely on lawful grounds of compliance with a legal obligation, contractual necessity or legitimate interests (as specified in this Privacy Policy), and our ability to rely on that consent is hereby waived or extinguished. For the avoidance of doubt, any consent given for the purpose of our compliance with the regulatory obligations remains unaffected by this paragraph.

## 6. With whom do we share your personal data?

Category of personal data	Legal basis and purpose of processing	Entity that we share your personal data with
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<p>Name and Surname</p> <p>Date of Birth</p> <p>Gender</p> <p>Country of residence</p> <p>Nationality and Citizenship</p> <p>Address</p> <p>Phone number</p>	<p>This processing is necessary to verify the personal data contained in your identity documents to ensure compliance with applicable laws in Switzerland (Anti-Money-Laundering Act <i>and</i> Ordinance) and for the performance of our mutual contractual obligations (Terms and Conditions governing the Initial Token Offering)</p>	<p>Qualified employees of Procivis and our business partners (<u>CBFS AG</u>)</p> <p>Tax authorities</p> <p>Financial service regulators (<u>FINMA</u>)</p> <p>Other regulatory or governmental bodies (<u>SRO VQF</u>)</p>
<p>E-mail address</p> <p>Approximate location and business based on your IP</p> <p>Cookies</p>	<p>We use this information to provide you with meaningful advertising marketing materials – such as news about upcoming ITOs and information necessary to facilitate the service (your subscription to the Newsletter) or meaningful advertisement that is sometimes sent directly to your email</p>	<p>Employees of Procivis and our business partners (<u>CBFS AG</u>)</p> <p>Tax authorities</p> <p>Financial service regulators (<u>FINMA</u>)</p> <p>Other regulatory or governmental bodies (<u>SRO VQF</u>)</p>
<p>KYC documents</p> <p>Fiscal Domicile</p> <p>Financial information, including payment and transaction records and information relating to your assets</p>	<p>This processing is necessary to verify the personal data contained in your identity documents to ensure compliance with applicable laws in Switzerland (Anti-Money-Laundering Act <i>and</i> Ordinance) and for the performance of our mutual contractual obligations (Terms and Conditions governing the Initial Token Offering)</p>	<p>Qualified Employees of Procivis and our business partners</p> <p>Tax authorities</p> <p>Financial service regulators (<u>FINMA</u>)</p> <p>Other regulatory or governmental bodies (<u>SRO VQF</u>)</p>

Details of our interactions with you and any records of our communication		
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## 7. Your rights

You have a right to ask us to amend or rectify inaccurate personal data we collect and process and the right to request restriction of your personal data pending such a request being considered.

Where we process your personal data on the basis of your consent, you have the right to withdraw that consent at any time. Please also note that the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

You have a right to ask us to stop processing your personal data, or to request deletion of your personal data (the so-called right to be forgotten). However, these rights are not absolute and in case of overriding interests that require the processing to continue, we will consider your request and respond to you with the outcome.

When personal data are processed for direct marketing purposes, your right to object extends to direct marketing, including profiling to the extent it is related to such marketing. You may object to direct marketing by clicking the "unsubscribe" link in any of our emails to you, or by emailing us ([here](#)).

Where we process your personal data on the basis of your consent, or where such processing is necessary for entering into or performing our obligations under a contract with you, you have the right to request your personal data be transferred to you or to another controller (the so-called data portability). You also have the right to ask Procivis for a copy of some or all of the personal data we collect and process about you.

In certain circumstances, Procivis may process your personal data through automated decision-making, including profiling, in particular during the KYC process. Where this takes place, you will be informed of such automated decision-making that uses your personal data, be given information on the logic involved, and be informed of the possible consequences of such processing. In certain circumstances, you can request not to be subject to automated decision-making, including profiling.

## 8. Who can access your personal data?

Your personal data will be shared with employees and agents of Procivis.

If required, we disclose personal data to public authorities, regulators or governmental bodies, including when required by law or regulation, under a code of practice or conduct, or when these authorities or bodies require us to do so.

If you are not satisfied with Procivis' response, you have the right to make a complaint to the data protection authority in the jurisdiction where you live or work, or in the place where you think an issue in relation to your data has arisen.

## **9. Assignment of rights**

In case of reorganisation, in particular when the respective Foundation is registered and some rights and obligations transferred, or sell of business, personal data will be shared so that you can continue to receive products and services. Procivis will take steps to ensure such potential purchasers keep the data secure.

## **10. How long do we store your personal data?**

Procivis will retain personal data for the period of your relationship or contract with Procivis. An ongoing or anticipated legal or regulatory proceeding may lead to retention beyond this period.