

# Privacy Policy

## 1. Introduction

Protecting your personal data is very important to me. This privacy policy informs you about how I collect, use, and protect personal data when you visit this website or use my services.

Your data is processed in accordance with the **Swiss Federal Act on Data Protection (FADP)** and – where applicable – the **EU General Data Protection Regulation (GDPR)**.

## 2. Responsible Party

### Patent Assistance Hain

Altmattweg 14  
4802 Strengelbach, Switzerland

Email: [patentassistance@outlook.com](mailto:patentassistance@outlook.com)  
Phone: +41 77 22 44 954

The party responsible for data processing on this website is the entity named above.

## 3. Collection and Purpose of Data Processing

Personal data is processed that you voluntarily provide or that is automatically collected when visiting this website.

This includes in particular:

- **Contact data** (e.g., name, address, email, phone number)
- **Content data** (e.g., messages submitted through the contact form)
- **Usage data** (e.g., pages visited, IP address, browser type)

These data are used for the following purposes:

- To **process inquiries and orders**
- To **provide and improve my services**
- To **communicate with clients and interested parties**
- To **ensure the operation and security** of the website

## 4. Use of Cookies and Tracking

This website uses cookies and similar technologies to analyze usage and improve user experience.

You can configure your browser settings to decide which cookies you wish to allow or reject. Please note that disabling cookies may limit certain website functions.

If **analytical tools** (e.g., Google Analytics, Matomo, etc.) are used, this is done solely for anonymized analysis of website usage. The IP address is stored in truncated form so that it cannot be linked to individual people.

## 5. Disclosure of Data

Your personal data will **not be shared with third parties** except in the following cases:

- when necessary to fulfill an order (e.g., IT service providers, accounting partners),
- when **required by law**, or
- when **you have given explicit consent**.

In all cases, care is taken to ensure that third parties guarantee data protection in accordance with Swiss law.

## 6. Storage and Security

Your personal data is stored only as long as necessary for the intended purpose or as required by law.

Appropriate **technical and organizational measures** are being taken to protect your data from loss, misuse, unauthorized access, or disclosure.

## 7. Your Rights

Under applicable data protection law, you have the following rights:

- The **right to access information** about your stored personal data
- The **right to rectify** incorrect or incomplete data
- The **right to delete** your data, provided there are no legal retention obligations
- The **right to object** to certain types of data processing

To exercise these rights, you may contact the responsible party listed above at any time.

## 8. Changes to This Privacy Policy

I reserve the right to amend this privacy policy at any time. The version published on this website shall apply.

## 9. Contact

If you have any questions regarding data protection, please contact:

**Jana Hain**

Email: [patentassistance@outlook.com](mailto:patentassistance@outlook.com)

Phone: +41 77 22 44 954