

# DATA PRIVACY POLICY

We take the protection of your personal data very seriously. Therefore, we process your data exclusively on the basis of the legal regulations (Data Protection Act 2018, GDPR, Telecommunications Act 2003). In this data privacy policy, we will inform you about the most important aspects of data processing within our website.

Please read this policy carefully to understand how we collect, process, and store your personal data. Every visit to our website and every access or download of an accessible file through the website is automatically recorded. This information is stored for internal, system-related and statistical purposes. The following is recorded: name of the file accessed or downloaded, date and time of access or download, data volume transferred, notification of successful access or download, web browser, requesting domain, IP address of requesting computer, keywords, (...)\* We process and store all personal data that you provide in conjunction with email requests (for instance, name, address, email address, telephone number, etc.) in order to establish the requested contact and maintain customer relations. These data are stored by us unless we receive a written request from you to delete it.

Further personal data are only collected if you give this information voluntarily, for example, within the scope of a request or registration, to conclude a contract, or through the settings of your browser. If we pass on your data to an external service provider, we shall take technical and organisational measures to ensure that this data transfer is performed in accordance with the provisions of the data protection legislation.

## 1. CONTACTING US

- 1.1. If you contact us by email, the information you provide will be stored for the purpose of processing your request and in case of follow-up questions.
- 1.2. We will not share these data without your consent unless this is required for the fulfilment of a contract or the execution of pre-contractual measures. Without these data, we would not be able to conclude a contract with you. This applies especially to applications received by email.

## 2. ACCESS DATA/ SERVER LOG FILES

- 2.1. The provider (or its webspace provider) collects data on every access to the website (known as server log files). Access data includes name of the accessed website, file, date and time of access, data volume transferred, notification of successful access, browser type and version, user's operating system, referring URL (page visited previously), IP address, and requesting provider.
- 2.2. The provider uses the protocol data only for statistical evaluations for the purpose of operation, security, and optimisation of the website. However, the provider reserves the right to check the log data subsequently if there is a justified suspicion of illegal use based on concrete evidence.

### **3. HANDLING OF PERSONAL DATA**

- 3.1. We automatically collect and store information transmitted to us by your browser in your server log files. This information includes browser type/version, operating system used, referring URL (page visited previously), host name of the accessing computer (IP address), and time of server access. These data cannot be associated with any specific person. We do not combine these data with other data sources, and the data are used solely for statistical evaluations.
- 3.2. Personal data are only collected, used, and shared by the provider if this is permitted by law or the user has consented to the data collection.

### **4. COOKIES**

Please be aware that when you visit our website, we use cookies for advertising and communication purposes, login and registration, inquiries, and to avoid spam (see also <http://www.allaboutcookies.org/>). Cookies are small text files that are stored on your device with the help of the browser. We use cookies to make our website user-friendly. Some cookies remain stored on your device until you delete them. They enable us to recognise your browser on your next visit.

- 4.1. If you do not want this, you can set your browser so that it informs you about the placement of cookies, and so that you only allow this on a case-by-case basis. Please note that the functionality of our website may be limited if cookies are disabled.
- 4.2. Session cookies (local): these are technical cookies with a memory function, which remember the decisions the user makes on the website, but which are deleted once the user leaves the site.
- 4.3. How cookies can be disabled, deleted, or blocked: the website being visited allows you to select or deselect individual cookies in the manner illustrated below, but please be aware that if cookies are disabled, full functionality of the website cannot be guaranteed.  
Firefox:
  - Open Firefox.
  - Press the “Alt” key on your keyboard.
  - Click on “Menu” and then “Options” in your toolbar.
  - Select the “Privacy” tab.
  - Set “Firefox will:” to “Use custom settings for history”.
  - Uncheck “Accept cookies from sites” to disable cookies and save your settings.Internet Explorer:
  - Open Internet Explorer.
  - Click on the “Extras” button and then click “Internet Options”.
  - Click the “Privacy” tab.
  - In the “Cookies” tab, you can clear the cookies and save your preferences.Google Chrome:
  - Open Google Chrome.
  - Select “Settings”.
  - Click “Show advanced settings”.
  - In the “Privacy” tab, click “Content settings”.

- In the “Cookies” section, you can disable the cookies and save your preferences.

Safari:

- Open Safari.
- Select “Preferences” in the toolbar (grey cog in the top right-hand corner) and then click “Privacy”.
- In the “Accept cookies” section, you can specify if and when Safari should accept cookies from websites. For further information, click on the Help button (?).

If you want to see which websites store cookies on your computer, click “Display cookies”.

## **5. WEB ANALYTICS**

- 5.1. Our website uses features of Google Analytics, a web analytics service provided by Google Inc. (“Google”), 1600 Amphitheatre Parkway Mountain View, CA 94043, USA. For this purpose, cookies are installed to evaluate how users use the website. The information generated by cookies is transferred to the provider’s server where it is stored. For more information on how Google Analytics uses user data, please refer to Google’s privacy policy at <https://support.google.com/analytics/answer/6004245?hl=en>.
- 5.2. You can prevent the storage of cookies by changing your browser settings, so no cookies are stored. The information generated by cookies about your use of this website (including your IP address) is transferred to a Google server and stored there. Google uses this information to evaluate your use of the website and to compile reports about website activities. We use this information exclusively for our own market research and for the optimisation and design of our website.
- 5.3. If necessary, Google will transmit this information to third parties if this is required by law or if third parties process these data on behalf of Google. Under no circumstances will Google associate your IP address with other data. You can prevent the installation of cookies by setting your browser software accordingly; however, please note that if you do this, you may not be able to use the full functionality of this website. By using this website, you agree to the processing of the data collected on you by Google in the previously described manner and for the previously stated purpose.
- 5.4. If you do not want your anonymised data to be used for website analytics, you can use the Google Analytics Opt-out tool found here: [GA-OptOut](#).
- 5.5. Your data is processed on the basis of our legitimate interests or those of third parties for the purpose of operating our website and improving our services. The relationship with the web analytics provider is based on an adequacy decision of the European Commission (in the case of the United States: “Privacy Shield”).
- 5.6. The data are processed on the basis of the legal provisions of Section 96 Para. 3 of the Austrian Telecommunications Act (TKG) as well as GDPR Art. 6 para. 1 f (legitimate interest). Our legitimate interest pursuant to the GDPR is the optimisation of our offer and our website.

## **6. IP ANONYMISATION**

We use the “Activate IP anonymization” feature. This means that your IP address is abbreviated by Google within the member states of the European Union or in other countries participating

in the Agreement on the European Economic Area. Only in exceptional cases is the full IP address transferred to a Google server in the USA and abbreviated there. On behalf of the operator of this website, Google will use this information to evaluate your use of the website, compile reports about website activities, and provide further services to the website operator in relation to the website use and use of the Internet. The IP address provided by your browser for Google Analytics is not merged with other Google data.

## **7. FACEBOOK PLUGINS**

- 7.1. Our website includes plugins for Facebook, 1601 South California Avenue, Palo Alto, CA 94304, USA. With the social media button, you can like the website. Please note that user-related information can be transferred to third parties (Facebook) via these functions. Facebook is a social network. The respective plugin can be identified by the Facebook logo. A complete overview of all Facebook plugins can be viewed by clicking the following link: [https://developers.facebook.com/docs/plugins?locale=en\\_US](https://developers.facebook.com/docs/plugins?locale=en_US).
- 7.2. When you visit our website, the Facebook plugin establishes a direct connection between your Internet browser and the Facebook servers. In this way, Facebook is informed that our website has been visited using your IP address. We, as the provider of our website, are not informed by Facebook regarding the content of the transmitted data or the use of these data. For further information, click the following link: <https://www.facebook.com/policy.php>
- 7.3. If you are a registered user of Facebook but do not want our website to transmit data to Facebook that relates to you and can be linked by Facebook to your user data, you must log out of Facebook prior to accessing our website.

## **8. INTEGRATION OF SERVICES AND THIRD-PARTY CONTENT**

- 8.1. Third-party content such as YouTube videos, map material from Google Maps, RSS feeds, or graphics from other websites are integrated into our website. This always presupposes that the providers of this content have access to the users' IP address as this is required to send the content to the respective user's browser. The IP address is thus required for this content to be displayed. We endeavour only to use content from providers who solely use the IP address for the purposes of delivering content. However, we have no influence over whether third-party providers store the IP address for statistical purposes, for example. Should we become aware that this is the case, we will inform the user of this.
  - 8.1.1. YouTube videos: videos stored on YouTube are embedded on our website. Our website only enables the connection to YouTube. YouTube is a service offered by Google. The "extended data protection modus" is activated for all YouTube videos on this website. This extended data protection modus is provided by YouTube and guarantees that YouTube does not store cookies with personal data on your computer. The IP address will be transmitted when accessing our website and playing embedded videos. However, the IP address cannot be allocated unless you have registered with YouTube or another Google service and/or are permanently registered prior to accessing the page. With the extended data protection modus, YouTube will store only cookies on your computer that do not contain any identifiable personal data as soon as you start playing an embedded video by clicking on it. These cookies can be prevented by using the

relevant browser settings and extensions. Further information of the integration of YouTube videos can be found in YouTube's information page.

8.1.2. Our website also includes the following third-party content: map material from Google Maps, Instagram, and Xing. This always presupposes that the providers of this content have access to the users' IP address as this is required to send the content to the respective user's browser. The IP address is thus required for this content to be displayed. We endeavour only to use content from providers who solely use the IP address for the purposes of delivering content. However, we have no influence over whether third-party providers store the IP address for statistical purposes, for example. Should we become aware that this is the case, we will inform the user of this.

## **9. YOUR RIGHTS**

You are generally entitled to information, correction, deletion, restriction, data portability, revocation, and objection. If you believe that the processing of your data is in breach of the data protection law, or that your rights under data protection law have been infringed in any other way, you can lodge a complaint with the regulatory authority at any time. In Austria, this is the Austrian Data Protection Authority:

*Wickenburggasse 8-10, 1080 Vienna*

*Phone: +43 1 531 15-202525, Fax: +43 1 531 15-202690*

*E: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)*

*W: <https://www.data-protection-authority.gv.at/>*

## **10. CONTACT**

If you want to contact us regarding the above-mentioned rights, please do so via the contact information in the legal notice of our website.

## **11. MISCELLANEOUS**

11.1. As we process the data in our legitimate interests, you generally have the right to object if there are reasons that exist in your particular situation that speak against the processing of the data.

11.2. As we (also) process the data for direct advertising, you can object to the processing for the purposes of direct advertising at any time.