

Latschbacher – Data Protection Declaration

Declaration regarding Data Protection (Privacy Policy)

We (Latschbacher GmbH) adhere to all data protection provisions (Austrian Data Protection Act, EU General Data Protection Regulation and any other applicable law regarding privacy). In this data protection declaration we would like to provide you with information about the type, scope and purpose of the personal data collected about you. You may revoke this declaration at any time by sending us an informal message.

Statement regarding the party responsible for data processing (controller)

Who is the party responsible for data processing (controller)?

Latschbacher GmbH
Hauptstraße 8-10
4484 Kronstorf
Austria
Tel.: +43 (7225) 8206 - 0
E-mail: privacy@latschbacher.com

General data

When you enter into a contract with us, we process the following data:

- **Your reference data:** Surname and first name, academic degree, address and contact information (e.g. E-mail address, telephone number), information about the nature and content of our contractual relationship.
- **Other personal data,** that you or third parties make available to us with your consent, or other permissible details in the contract initiation or during the contractual relationship, including: gender, language, bank details, products from our corporate network, equipment serial numbers, licence numbers, contract details and other details pertaining to you that you yourself have made public. This definition shall not include any sensitive data, including racial and ethnic origin, political opinions, religious or philosophical beliefs, union membership, or any information concerning genetics or health.
- **Linked businesses:** Your reference data will be forwarded to businesses who are linked to the Latschbacher business group for support and maintenance purposes. These currently include: Latschbacher GmbH Austria, Latschbacher GmbH Germany, ABIES ITS GmbH Germany, Latschbacher AG Switzerland.

Data processing on our behalf

Even if we assign a processor, we are still responsible for safeguarding your data. We only use processors outside the European Union when the third country in question is subject to a European Commission adequacy decision, or when we have agreed upon appropriate guarantees or binding internal data protection provisions with the processor.

We shall erase:

- your reference data and other personal data as a matter of principle upon completion of the contractual relationship, at the latest upon expiry of all the statutory retention obligations. Excepted from this are personal data, which we may store with your consent.
- data can also be anonymised instead of erased. In this case, any information, which will identify a person, will be removed, and statutory data protection erasure obligations no longer apply.

In so far as you have given us your consent, we will process your data in a way that

- we will be able to provide you with information about our services and products. To do this will use communication channels by telephone, e-mail, post.
- we may transfer your data to businesses that are linked to the Latschbacher business group. These currently include: Latschbacher GmbH Austria, Latschbacher GmbH Germany, ABIES ITS GmbH Germany, Latschbacher AG Switzerland. If you revoke your consent, we are obliged to delete any data transferred to these companies immediately.
- Please note that you may revoke your consent at any time. Just make use of our contact options to do so. If you revoke your consent, this will have no effect on the fulfilment of our contractual obligations. If you revoke your consent, we will no longer use your data for the purposes mentioned.

You can assert the following rights with regard to the processing of your data:

Right of access to information: You can request confirmation from us with regard to how, and to what extent, we process your data.

Contact / Controller:

Latschbacher GmbH
Datenschutz
Hauptstraße 8-10, 4484 Kronstorf
privacy@latschbacher.com

Right to rectification: If we process your personal data, that are incomplete or inaccurate, and you can request that we rectify or complete them at any time.

Right to erasure: To protect your interest, you may request that we erase your personal data, in so far as we have wrongly processed them, or their processing is not justified. Please note

that there may be reasons that arise which prevent immediate erasure, e.g. statutory retention obligations.

Right to restriction of processing: You may request that we restrict the processing of your data if,

- you dispute the accuracy of the data, for the duration of time it takes us to check the accuracy of your data.
- the processing of data is unlawful, but you decline erasure and instead request restriction of the use of data,
- we no longer require the data for the intended purpose, yet you still need these data for assertion or defence of legal claims, or
- you have objected to the processing of your data.

Right to data portability: You may request that we make available your data, that you have entrusted us to store, in a structured, commonly used and machine-readable format, in so far as

- we are using the data you have provided to fulfil a contract between us and you have provided revocable consent, and
- the processing is carried out using an automated procedure.

Right to object: You may object to the use or transmission of your data for advertising purposes at any time. If you disagree, we would ask that you let us know straight away, so your data will continue to be managed securely by us. You may revoke your consent to the use and storage of data at any time, by sending us an informal notification.

Right to lodge a complaint: If you believe that the processing of your data contravenes any Austrian or European data protection legislation, please get in touch with us to clarify any questions you may have.

Assertion of rights: If you want to assert one of the above-mentioned rights, please use one of our contact options.

Confirmation of identity: In the event of doubt, we may request additional information to confirm your identity. This is to protect your rights and privacy.

Undue assertion of rights: Should you assert any of these rights in an overtly unsubstantiated manner or disproportionately often, we reserve the right to charge a reasonable processing fee or refuse to process your application.

Validity period: This data protection declaration is valid from 25 May 2018.