

DATA PROTECTION DECLARATION

The protection of your data is of particular concern to us. We would therefore like to inform you about the following in connection with the processing of your personal data on www.e-expert.at:

1 GENERAL

- 1.1 The data controller is e-expert GmbH ("We"), registered under FN 602044i at the Commercial Court of Vienna. e-expert GmbH offers consulting, training and web development services ("our services").
- 1.2 We process your personal data in accordance with the current provisions of Regulation (EU) 2016/679 ("DSGVO") and Austrian data protection law. The following data protection declaration informs you about how, to what extent and for what purpose your data is processed. We also inform you here about the type and duration of their storage and about your rights in relation to your personal data. Personal data is data or information relating to an identified or identifiable natural person. We process your data in accordance with the principles of lawfulness, good faith, transparency, accuracy, purpose limitation, data minimisation, storage duration limitation, integrity and confidentiality.
- 1.3 This data protection declaration only refers to our services and our website www.e-expert.at (hereinafter referred to as the "website"). In the event that you are redirected to other sites via links on our pages, we request that you inform yourself about the respective handling of your data there.
- 1.4 Data may be provided to us by you in several ways, including in particular by visiting our website, filling in the contact form at <https://e-expert.at/contact/> and by way of contract negotiations or - with your consent - by being passed on to us by our contractual partners.
- 1.5 We process your personal data which may fall into the following categories of data:
 - Name/Company,
 - Contact person,
 - Business address and other addresses of the client,
 - Contact details (telephone number, fax number, e-mail address, etc.)
 - Order data,
 - UID number,
 - Customer service enquiries.

Depending on the use case (website, conclusion of contract), there may be varying degrees of data processing.

2 PURPOSE OF THE DATA PROCESSING

- 2.1 We process the personal data voluntarily provided by you on the legal basis of Art 6 (1) a DSGVO (consent) and Art 6 (1) b DSGVO (performance of contract) and for the following purposes:
 - Customers: for the planning and implementation of our services, for information about the range of services on our website, and, in the case of courses, for the information of lecturers and cooperation partners; also for the implementation of pre-contractual measures for our services.
 - For our course offer, your data may be forwarded to the responsible trainers or coaches for the purposes of implementation

- In order to provide our services, it may also be necessary for you to share data concerning your company with us or, in the case of courses, with our coaches and trainers. We process such data for the implementation of the project
- If our services require the involvement of third parties (trainers, coaches, consultants, developers), we will disclose your data to the extent necessary and to the necessary service providers
- Other users of our website ("interested parties"): for information about our services, in particular the courses and lectures we offer, as a result of contact from the interested parties.
- Data storage and processing for internal statistical purposes
- For the fulfilment of tax and legal obligations or for accounting purposes or for the completion of official orders, all of this in addition in accordance with Art 6 para 1 lit c DSGVO (legal obligation) or Art 6 para 1 lit f DSGVO (the processing is necessary to protect our legitimate interests).

3 DATA STORAGE

- 3.1 The data you provide is necessary for the fulfilment of the contract or for the implementation of pre-contractual measures, as we cannot conclude a contract with you without it. No data is transferred to third parties, with the exception of the transfer for legal or official obligations, such as to our tax advisor for the fulfilment of our tax obligations.
- 3.2 In the event of a contract being concluded, all data from the contractual relationship will be stored until the expiry of the retention period under tax law (7 years). However, the data name, address and course bookings will be stored for three years in any case. The data processing is carried out on the basis of the legal provisions of § 96 para 3 TKG as well as Art 6 para 1 lit a (consent) and/or lit b (necessary for the fulfilment of the contract) of the DSGVO.
- 3.3 If you contact us using the form at <https://e-expert.at/contact/> or by e-mail, the data you provide (name, contact details, personal text, etc.) will be stored by us for the purpose of processing the enquiry and in the event of follow-up questions. We will not pass on your data to third parties without your consent.

4 COOKIES

- 4.1 Our website uses so-called cookies to optimise our website. These are small text files that are stored on your terminal device. Cookies are harmless. Some of them are deleted again after closing the browser, while others remain stored on your terminal device until you decide to delete them. These allow us to recognise your browser the next time you visit. Likewise, they store settings that may be required for the full function of the page when you visit our website again.
- 4.2 For this purpose, your permission is requested the first time you visit our website and, if you give your consent, such a cookie is stored in your browser.
- 4.3 You can block the storage of cookies by activating the "Block cookies" setting in your browser settings. We inform you that the deactivation of cookies may have a limitation of the functionality of our website.
- 4.4 You can also prevent the collection of data generated by cookies and related to your use of the website (incl. your IP address) to Google and its processing by Google. To do this, install the following plugin in your browser: <http://tools.google.com/dlpage/gaoptout?hl=de> This website uses Google Analytics with the extension "anonymizeIP ()". This means that

IP addresses are only processed in abbreviated form. This excludes the possibility of direct personal references.

5 WEB ANALYSIS

5.1 Our website uses the following web analytics services:

Google Analytics: this service uses cookies that allow us to analyse the use of our website. The information obtained in this way helps us to improve our website and increase its usability for our users. The information thus generated is transferred to the provider's servers in the USA and stored there. However, in the event that IP anonymisation is activated on this website, your IP address will be truncated beforehand by Google within member states of the European Union or in other contracting states to the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be transmitted to a Google server in the USA and shortened there.

Google Search Console: among other things, it provides data on search queries and landing pages that users have entered and clicked on in Google Search. It provides data on positioning and user segments. In Google Search Console, no personal data is passed on to the website operator. The data cannot be individualised and does not allow any conclusions to be drawn about individual persons.

5.2 Google uses this information on our behalf for the purpose of evaluating your use of our website, compiling reports and providing other services to us. Your IP address will not be merged with other Google data. The adequate level of protection results from an adequacy decision of the European Commission according to Art 45 DSGVO.

5.3 Google Ireland Ltd. with the business address Gordon House, Barrow Street, Dublin 4, Ireland is responsible for the European area. For further information on Google's privacy policy, please refer to the following link: <https://policies.google.com/privacy?hl=de>

6 WEB FONTS AND WEBMASTER

6.1 Our website may use Google Web Fonts. These fonts are provided free of charge by the company Google, Inc. You do not have to do anything to use them - the fonts are simply obtained from the Google domains fonts.gstatic.com as well as fonts.googleapis.com. The use of Google Web Fonts makes it easier for us to maintain the accessibility (as well as its speed) and quality of our website. The data processing for this is partly carried out in the USA, where your data (request for the required CSS files) is stored for one day. With your consent, we only use Google Web Fonts to the extent that this is justified by our legitimate interests within the meaning of the DSGVO.

7 NEWSLETTER

7.1 We are considering setting up a newsletter service in the future. You will then be able to subscribe to our newsletter via our website. For this we need your e-mail address and your declaration that you agree to receive the newsletter until you revoke it.

Once you have registered for the newsletter, we will send you a confirmation email with a link to confirm your registration.

7.2 You can cancel your subscription to the newsletter at any time. You can articulate your wish to cancel the newsletter in various ways: by e-mail to info@e-expert.at or preferably by clicking on the "unsubscribe" link provided in the footer of each newsletter (although this

link may also be named differently). Immediately after your revocation, we will delete your data in connection with the newsletter dispatch. This revocation does not affect the lawfulness of the processing of your personal data that took place until we processed your revocation.

8 YOUR RIGHTS

You have the following rights in connection with the processing of your data:

8.1 Information (Art 12 to 14 GDPR) and access (Art 15 GDPR)

You have the right to obtain information from us about the processing of your data. In particular, you have the right of access to the personal information we process about you.

8.2 Correction (Art 16 GDPR), deletion / obliteration (Art 17 GDPR) and restriction (Art 18 GDPR)

You have the right to ask us to correct or update your data. To the extent provided by law, you also have the right to request the completion or deletion of your data as well as the restriction of its processing. This does not apply to data whose storage is necessary for the fulfilment of our legal obligations, in particular for accounting purposes and the fulfilment of our obligation to retain data.

8.3 Notification obligation regarding deletion and restriction (Art 19 GDPR)

You have the right to be informed by us of the recipients of your personal data and that we will notify them, within reasonable limits, of any rectification or erasure or restriction of processing.

8.4 Data portability (Art 20 GDPR)

You have the right to receive data that you have provided to us in a structured, machine-readable and commonly used format.

8.5 Right to object (Art 21 GDPR)

You have the right to object to data processing by us at any time. We will comply with your objection unless we can demonstrate compelling legitimate grounds for further processing, as provided by law, which override your rights.

8.6 Rights in relation to automated decisions (Art 22 GDPR)

You have the right not to be subject to a decision based solely on automated processing, unless this is done within the existing legal requirements.

9 CONTACT

9.1 To assert your rights or if you believe that the processing of your data violates data protection law or your data protection rights have otherwise been violated, please contact us:

e-expert GmbH
Museumstraße 3b/16
1070 Vienna
E-Mail: info@e-expert.at
Phone: +421 914 703 900

You are also free to directly contact the data protection authority as the competent authority:

Austrian Data Protection Authority
Barichgasse 40-42
1030 Vienna E-mail: dsb@dsb.gv.at
Telephone: +43 1 52 152-0