Information pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR) –

Dear business partner,

In accordance with Art. 13, 14 and 21 GDPR, we hereby inform you about the processing of your personal data by us and the claims and rights to which you are entitled under the data protection regulations.

Which data is processed in detail and in what way depends largely on the services applied for or agreed upon.

1. Who is responsible for data processing and who can I contact?

Responsible entity:

DocuMatrix GmbH
Mühlfeldstraße 4
3441 Einsiedl
dsm@documatrix.from

You can contact our data protection officer at:
dsb@documatrix.com

2. What sources and data do we use?

We process personal data that we receive from you in the course of our business relationship.

In addition, to the extent necessary for the provision of our service, we process personal data that we have lawfully received from other companies or other third parties (e.g. for the execution of orders, for the fulfilment of contracts or on the basis of consent given by you).

On the other hand, we process personal data that we have permissibly obtained from publicly accessible sources (e.g. commercial and association registers, media) and are allowed to process.

Relevant personal data is

- Personal details (name, address and other contact details, birthday), and
- Visitor and participant data (e.g. signatures, attendance period, photos).

In addition, this can also be

- Order data (e.g. contact persons, legal representatives),
- advertising and sales data,
- Contract and documentation data (e.g. business letters),
- Communication data (telephone number, e-mail address, etc.),
- Data about your use of the telemedia we offer (e.g. IP address, time of access to our websites or newsletter, pages clicked on by us or entries)
- as well as other data comparable to those categories.

3. What do we process your data for (purpose of processing) and on what legal basis?

We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Data Protection Act (DSG).

a) For the fulfilment of contractual obligations (Art. 6 para. 1 lit. b) GDPR)

The processing of personal data (Art. 4 No. 2 GDPR) is carried out for the provision of services, delivery of goods, in particular for the execution of our contracts and the execution of orders, as well as all activities necessary with the operation and administration of a company.

The purposes of data processing are primarily based on the specific products or services in each case.

Further details on the purpose of data processing can be found in the respective contract documents and terms and conditions.

b) In the context of the balancing of interests (Art. 6 para. 1 lit. f) GDPR)

If necessary, we process your data beyond the actual performance of the contract to protect the legitimate interests of us or third parties. Examples:

- Examination and optimisation of procedures for needs analysis and direct customer contact;
- Advertising or market and opinion research, provided that they have not objected to the use of your data;
- Asserting legal claims and defending in legal disputes;
- ensuring IT security and IT operations;
- prevention and investigation of criminal offences;
- Video surveillance during control measures and for the collection of evidence in the event of crimes.
- building and plant security measures (e.g. access controls);
- measures to ensure domiciliary rights;
- Measures for business management and further development of services and products.

c) Based on your consent (Art. 6 para. 1a GDPR)

If you have given us consent to the processing of personal data for certain purposes (e.g. disclosure of data to third parties, evaluation of data for marketing purposes), the lawfulness of this processing is given on the basis of your consent. A given consent can be revoked at any time.

Please note that the revocation only takes effect for the future. Processing that took place before the revocation is not affected.

d) On the basis of legal requirements (Art. 6 para. 1 lit. c) GDPR) or in the public interest (Art. 6 para. 1 lit. e) GDPR)

In addition, we are subject to various legal obligations, i.e. legal requirements (e.g. commercial law, tax laws, etc.). Insofar as data is processed in this regard, this is done exclusively on the basis of these regulations.

4. Who gets my data?

Within the company, those departments receive their data that need it to fulfil our contractual and legal obligations. Processors used by us (Art. 28 GDPR) may also receive data for these purposes. These are companies in the categories of IT services, logistics, printing services, telecommunications, debt collection, consulting and consulting, and sales and marketing.

With regard to the transfer of data to recipients outside the company, it should be noted that we only pass on your data if this is permitted or required by law, if you have consented or if we are authorised to provide information. Under these conditions, recipients of personal data can be, for example:

- Public bodies and institutions (e.g. tax administration, public prosecutor's office, police, supervisory authorities) in the event of a legal or official obligation.

- Other companies to whom we transfer personal data in order to carry out the business relationship with you (depending on the terms of the contract).

Other data recipients may be those entities for which you have given us your consent to the transfer of data.

5. How long will my data be stored?

If necessary, we process and store your personal data for the duration of our business relationship, which also includes, for example, the initiation and execution of a contract, or for the fulfilment of the contractual purposes.

In addition, we are subject to various retention and documentation obligations, which result from the Austrian Commercial Code (UGB)[i] and the Federal Fiscal Code (BAO), among others. The retention or documentation periods specified there are two to ten years.

Finally, the storage period is also assessed according to the statutory limitation periods, which, for example, according to the General Civil Code (ABGB), can usually be three years, but in certain cases up to thirty years.

6. If data is transferred to a third country or to an international organisation, transmitted?

Data will only be transferred to third countries (countries outside the European Economic Area – EEA) if this is necessary for the execution of your orders, if it is required by law or if you have given us your consent. We will inform you separately about details if required by law.

7. What data protection rights do I have?

Every data subject has the right to Information according to Art. 15 GDPR, the right to Correction according to Art. 16 GDPR, the right to Deletion according to Art. 17 GDPR, the right to Restriction of processing pursuant to Art. 18 GDPR and the right to Data portability from Art. 20 GDPR. For the right to information and the right to erasure, the restrictions according to §§ 34 DSG. In addition, there is a right to lodge a complaint with a data protection supervisory authority (Art. 77 GDPR in conjunction with Art. § 24 et seq. DSG).

8. Is there an obligation for me to provide data?

In the context of our business relationship, you only have to provide personal data that is necessary for the establishment, implementation and termination of a business relationship or that we are legally obliged to collect. Without this data, we will usually have to refuse to conclude the contract or execute the order, or we will no longer be able to perform an existing contract and, if necessary, terminate it.

9. To what extent is there automated decision-making in individual cases?

In principle, we do not use fully automated decision-making in accordance with Art. 22 GDPR to establish and carry out the business relationship. If we use these procedures in individual cases, we will inform you separately if this is required by law.

10. To what extent is my data used for profiling (scoring)?

We do not process your data automatically with the aim of evaluating certain personal aspects (profiling).

Information about your right to object according to Art. 21 General Data Protection Regulation (GDPR)

1. Case-by-case right of objection
   You have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you that is carried out on the basis of Article 6(1)(e) of the GDPR (data processing in the public interest) and Article 6(1)(f) of the General Data Protection Regulation (data processing on the basis of a balancing of interests); this also applies to profiling based on this provision within the meaning of Article 4 No. 4 GDPR, which we use for credit assessment or advertising purposes.

   If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

2. Right to object to the processing of data for direct marketing purposes
   In individual cases, we process your personal data for the purpose of direct marketing. You have the right to object at any time to the processing of personal data concerning you for the purpose of such marketing; this also applies to profiling, insofar as it is related to such direct advertising.

   If you object to processing for direct marketing purposes, we will no longer process your personal data for these purposes.

The objection can be made in any form and should be addressed to:

DocuMatrix GmbH
Mühlfeldstraße 4
3441 Einsiedl
dsm@documatrix.from