

Himberg, July 2021  
LK / HPR**PRIVACY POLICY OF WS INSEBO GMBH**

For WS INSEBO GmbH (following WS INSEBO) the protection of your personal data is a special concern. The processing of your personal data in our company occurs exclusively on the basis of statutory regulations (DSGVO, DSG, TKG 2003). In this privacy policy we would like to inform you about the most important aspects of the processing of customer, prospect, supplier and service data by WS INSEBO.

**Contact**

WS INSEBO GmbH  
Industriestraße 24  
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For further questions that the privacy policy should not answer, you can get in touch with us using the following contact details:

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**Purposes of data processing and legal basis**

In our company, personal data are processed for the fulfillment of contractual obligations, hence for contract processing, the distribution of our products, for answering pre-contractual inquiries and for the prevention or processing of complaints. We also use the data to inform you about significant changes in the company, the business relationship and new products and projects. This includes, for example, information about price adjustments, invitations to seminars organized by us, or the sending of new or redesigned technical data sheets, safety data sheets and declarations of performance.

The data processing is also carried out to fulfill legal obligations arising, for example, from the Commercial Code (UGB) or the Federal Tax Code (BAO).

Of course you are not obliged to provide us with your personal data. The provision is voluntary and based on your consent. Please note, however, that it is not possible for us to conclude or execute a contract with you without the following data.

### **Data categories**

For the purposes of the above-mentioned data processing, we need the following data: Company name, address, salutation, name and position of contact persons, contact details (email address, telephone number, mobile phone number, fax number, etc.), bank data, UID number (sales tax identification number), information about the business relationship and all associated documents (orders, order confirmations, delivery notes, invoices and the related correspondence).

### **Disclosure of personal data**

Personal data will be disclosed only to processors (for example, IT service providers, haulages, homepage supervisors, etc.) for the purpose of fulfilling the contract, but not to third parties (e.g. for marketing purposes). There is no transfer of your data to third countries. Our processors are also obliged to comply with the privacy policy and to protect and ensure your privacy.

### **Storage time**

We store your personal data as long as the business relationship is upheld and keep it in accordance with the statutory retention periods.

### **Your rights**

At any time, you are entitled to obtain information about your stored data, as well as correction, deletion, limitation of processing, data portability and opposition or revocation thereof. Please note that should you revoke your consent, the lawful data processing remains unaffected until the time of the objection.

If you believe that WS INSEBO violates Austrian or European data protection regulations when processing your data, we ask you to contact us as soon as possible to clarify any questions. Of course, you also have the right to contact the Data Protection Authority directly in such matters.

### **Whatsapp**

The use of the Whatsapp communication app for business purposes may not be compatible with the General Data Protection Regulation. Therefore, WS INSEBO recommends that you contact us via email or telephone in order to ensure the protection of your personal data.