



FRIEDREICH

Hospitality

Friedreich Gastgeberberatung e.U.

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Data privacy statement

Vienna, 23/05/ 2018

Data privacy statement referring to Art. 13 and 14 of the General Data Protection Regulation of the European Union.

We hereby inform you about the processing of your personal data and your data protection claims and rights. The content and scope of the data processing depends on the products and services you have requested.

Responsible for data processing
Friedreich Gastgeberberatung e.U.
Ms. Julia Timmelmayer
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1. Scope of data

Personal data are:

- Data that we receive in the course of the business relationship with you or one of your authorized distributors
- Data from publicly available sources (e.g., commercial register, association register)
- Personal details (name, address, contact details)

In addition, this may include order data (eg payment transactions), data for contractual obligations (eg project budgets), advertising and sales data, documentation data (eg consulting protocols), image and sound data (eg photos, video or telephone records), information from your communication with Friedreich Hospitality (eg apps, cookies, etc.), processing results we generate ourselves and data to fulfill legal and regulatory requirements.



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2. Purpose of data processing

We are going to process your personal data for the following purposes in accordance with the regulations of the GDPR and the Austrian Data Protection Act 2018:

- For the fulfillment of contractual obligations (Art. 6 (1b) DSGVO):
The processing of personal data (Art 4 No. 2 GDPR) will occur for the performance of services, in particular for the execution of our contracts with you and the execution of your orders as well as all activities necessary for the operation and administration of our company. The purposes of data processing are primarily based on the specific product and can include i.a. requirements analyses and consultation.
- For the fulfillment of legal obligations (Art. 6 (1c) GDPR):
Processing personal data may be required for the purpose of fulfilling various legal obligations as well as regulatory requirements.
- As subject to your consent (Art. 6 (1a) DSGVO):
To strengthen the existing client relationship; to establish a new client relationship; to approach prospective customers or to inform about our range of services (marketing).
If you consented to the processing of your personal data, processing will only take place in accordance with the purposes set out in the consent agreement and to the extent agreed therein. Any consent given, may be revoked at any time with future effect.

As part of the business relationship, you have to provide the personal information necessary to conduct the business relationship and we are required to collect by law. If you do not provide us with this data, we will generally be required to refuse the conclusion of the contract or will be unable to complete an existing contract and therefore have to terminate it. However, you are not obliged to give your consent to the processing of data that is not relevant for the fulfillment of the contract or that is not required by law and / or regulations.

3. Transmission of your personal data

If this is absolutely necessary for the purposes stated under point 2, we will forward your personal data to the following recipients:

- Our IT service providers
- Administrative authorities, courts and public law bodies,
- Insurance companies on the occasion of the conclusion of an insurance contract for the performance or occurrence of the insured event (for example, liability insurance)
- Clients, when they are data of the shareholders, board of directors and other employees of the respective client,
- Cooperation partners and legal representatives working for us,
- Other recipients determined by the client

Within Friedreich Hospitality, employees receive those data, which they need to fulfill the contractual, statutory and regulatory obligations as well as legitimate interests. In addition, processors and distribution partners who are commissioned by us receive your data, if they need the data to fulfill their respective performance. All processors and



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distributors are contractually obliged to treat your data confidentially and to process it only as part of the performance of services.

4. Legal basis

If you are a prospective customer or potentially future client, we will only use your contact data for the purpose of direct advertising via e-mail or telephone contact with your consent referring to Art. 6 (1a) GDPR.

If you are our client, we process your personal data because this is necessary in order to fulfill the contract concluded with you (Art. 6 (1b) GDPR).

Apart from that, we process your personal data on the basis of our mainly interest to achieve the purposes mentioned in point 2 (Article 6 (1f) GDPR).

5. Storage period

In general, we store your personal data until the termination of the business relationship in which course we have received your data or until the expiry of the applicable statutory limitation and retention periods; in addition, until the termination of any legal disputes in which the data is required as proof. If you are a client, a former client, a prospective or potential future client or a contact person of one of the mentioned categories, we store your personal data for the purpose of marketing until your objection or revocation of your consent.

6. Your rights under data protection law

Among other things, you are entitled to check whether and which personal data we process about you and to receive copies of this data, to demand the correction, supplementation, or deletion of your personal data. If they are incorrect or not processed in accordance with the law, to require us to restrict the processing of your personal data, to object in certain circumstances to the processing of your personal data or to revoke the prior consent for processing, whereas any revocation does not affect the legality of the processing prior to the revocation to require data portability; as far as you are client, to know the identity of third parties to whom your personal information is transmitted; to know and to file a complaint with the data protection authority.

7. Adaptation of this information

Please note that we are able to make adjustments to this information for data processing if necessary. The latest version of this information can be found on our homepage at any time.