

# **DATA PROTECTION INFORMATION**

*Version: 18/05/2018*

*When it comes to processing your personal data, here at Bevaform Service & Handels GmbH, Straniakstraße 6, 5020 Salzburg, Austria, Tel.: +43 662 85 50 33, email: [office@bevaform.com](mailto:office@bevaform.com), we take our responsibilities extremely seriously. We process your personal data in strict compliance with statutory provisions, particularly the EU General Data Protection Regulation ("GDPR"), the Austrian Data Protection Act ("DSG") and the Austrian Telecommunications Act ("TKG"). In addition, we take the necessary technical and organisational measures to ensure that your data are secure. This data protection information relates to natural persons and will clarify the way in which your personal data are processed in connection with your visit to our website at <http://www.bevaform.com>*

## **1. What categories of personal data do we process?**

*Personal data are all information pertaining to an identified or identifiable natural person. As a general rule, it is possible to use our website without providing any personal data. The use of individual services can present the following exceptions to this:*

*On the one hand, we process the data that you disclose to us voluntarily by actively inputting them (e.g. in a contact form or if you contact us in any other manner). These include your master data, contact details, address details, communications data, correspondence data or application data, for example.*

*In addition, we process data that are automatically collected from you (server log files). These include the internet protocol ("IP") address used by your computer to connect to the internet, the date and time of the request, the file that was requested (name and URL), the quantity of data transferred to you, a report as to whether the request was successful, data identifying the browser and operating system used and the website from which our site was accessed. This information is used for the sole purpose of determining the attractiveness of our website, improving its content on an ongoing basis and making it even more interesting for you.*

## **2. For what purposes are data being processed and on what legal bases?**

*We process your data as a result of the contract entered into between you and us for the past or future purchase or supply of goods (Article 6(1)(b) GDPR).*

*As a result of you having consented (Article 6(1)(a) GDPR) – where necessary – to the use of cookies (for details, see Section 6) and as a result of you having made*

*contact with us (e.g. via the contact form) for the purposes of processing and responding to your request.*

*As a result of our legitimate interest (Article 6(1)(f) GDPR) for the purposes of the operation, security and optimisation of the website; combating fraud; asserting, exercising or defending legal claims and for the purposes of the direct marketing of proprietary goods and services.*

*In addition, data are processed to allow us to fulfil legal obligations arising on the basis of statutory provisions or official orders to which we are subject as the responsible party (Article 6(1)(c) GDPR).*

### **3. What are the consequences of us not processing your data?**

*Without your data, we are unable to fulfil the objectives for which we are lawfully processing those data (see Section 2).*

### **4. For how long will your data be processed?**

*As a general rule, we only store your data for the time necessary to fulfil the objectives for which they are being processed (see Section 2) (storage limitation principle).*

*Once the objective has been achieved, we will check whether the data are still required or whether deletion or anonymisation would contravene a statutory storage period (generally 7 years). It may also be necessary, in particular, to retain and process data for longer for the purposes of defending or asserting legal claims within the statutory or contractual warranty and indemnity periods (as a general rule, claims for damages lapse 3 years following notification of the damages and damaging party, and in any case after 30 years).*

*In so far as we are processing data in accordance with your consent, such processing shall take place for as long as that consent remains valid.*

### **5. Will your data be passed on to other parties?**

*In so far as is necessary for the purposes of fulfilling the aforementioned objectives and provided there is an appropriate legal basis for this, data may be passed on to external recipients. More specifically, data will be transferred to the following categories of recipient:*

*Website: For the purposes of web administration and website maintenance, external companies may be appointed that perform electronic data processing and information technology services.*

*Web analysis: Data are passed on to Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA, Tel.: +1 650 253 0000, Fax: +1 650 253 0001,*

*email: support-de@google.com, for the purposes of web analysis and the establishment of access statistics.*

*Recipients based in the USA (Google LLC) have signed up to Privacy Shield; the corresponding European Commission adequacy decision is dated 12 July 2016.*

*Other than this, your data will only be passed on when this is required by law and/or is necessary for the fulfilment of official or contractual obligations. For such purposes, data may be passed on to tax consultants, legal representatives, authorities and courts.*

## **6. Cookies and web analysis**

### **6.1. Cookies**

*We use cookies to make your use of our website as simple, effective and secure as possible. The main functions of cookies are to recognise returning users and their settings, to measure the frequencies at which pages are viewed, for general navigational purposes, to perform web analyses and to guard against spam. Cookies are text files that are saved on the user's computer when they visit a website. The cookies are then sent back to the web server from which they originated upon every subsequent visit. When using our website, you may also receive cookies from other websites (known as "third-party cookies"). We can accept no liability for damages incurred as a result of the use of your data by third parties. The following types of cookie may be applied when using our website:*

*Session cookies: Session cookies serve to identify your device on the website for the duration of your visit. These are deleted again as soon as you close your browser. We need these cookies for the purposes of anonymised statistical analyses by means of web tracking, as well as for the correct operation of the website.*

*Persistent cookies: Persistent cookies enable us to recognise your browser on your next visit. The storage period for persistent cookies can vary in accordance with requirements. You can delete persistent cookies at any time.*

*Technical cookies: These are necessary for the functioning of the website and to ensure an enjoyable user experience (e.g. language settings). Deactivating these cookies may limit the functionality of the website. The storage period for these cookies is unlimited.*

*It is generally possible to set your browser to accept or refuse all cookies or to only accept certain types of cookie. You can also set your browser to ask you every time a website wishes to store a cookie. The processes for managing and deleting cookies differ depending on which browser you use. To find out how to do this in a certain browser, you can use the browser's integrated help function, check the browser manufacturer's website or, alternatively, visit <http://www.aboutcookies.org>.*

**You will always be asked for consent before cookies that contain personal data or that affect your privacy are placed on your computer. Consent is deemed to have been given if you continue to surf on the website having been provided with information concerning the type and purpose of the cookies that are to be used by means of the cookie banner. Express consent is not required for the use of cookies that are essential for the proper functioning of the website or for activities that you have expressly requested. You can prevent cookies being placed on your computer by changing your browser settings (see above); however, the functionality of the website may be restricted as a result.**

## **6.2. Web analysis**

**The website uses Google Analytics, a web analysis service provided by Google. Google Analytics makes use of "cookies", i.e. text files that are stored on your computer and that enable your use of this website to be analysed. As a general rule, the information generated by the cookie concerning your use of the website is transmitted to and stored on a Google server in the USA. We would like to point out that, on this website, the code "gat.\_anonymizeIp();" has been added to Google Analytics to ensure that IP addresses are gathered anonymously (known as IP masking). Your IP address will therefore only be recorded by Google in a shortened form, which guarantees anonymity and does not enable conclusions to be drawn as to your identity. As IP anonymisation is activated on this website, your IP address will first be shortened within European Union Member States or in other countries that are signatories of 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 will make use of the aforementioned information on our behalf in order to analyse your use of the website, to compile reports concerning website activities and to continue providing us with services associated with the use of the website and the internet. The IP address sent by your browser within Google Analytics is not collated with other data by Google. You can prevent cookies from being stored by selecting the appropriate settings in your browser software; however, we would like to point out that, in this case, you may not be able to make full use of all of the functions of this website. In addition, you can prevent the recording of the data generated by the cookie relating to your use of the website (incl. your IP address) at Google and the processing of those data by Google by activating the "Do Not Track" option or by objecting to the recording of data [here \(opt out link\)](#).**

**Please note: Upon exercising your right to opt out, a cookie will be placed on your computer for the exclusion. If you delete all cookies from your computer, that opt-out cookie will also be deleted; if you wish to continue refusing the collection of anonymised data by means of web tracking, you must ensure that a new opt-out cookie is placed on your computer. A separate opt-out cookie must be placed for each browser and each computer.**

## **7. Consent, right of withdrawal, age restriction**

### **7.1.**

*In so far as the processing of data is based on your consent, you shall be entitled to withdraw that consent at any time, e.g. by sending an email to office@bevaform.com. In such cases, the data pertaining to you that has previously been stored will be deleted or anonymised and will subsequently only be used for statistical purposes without any personal references. The withdrawal of consent shall have no effect on the legality of the processing that took place, with your consent, prior to the withdrawal of that consent.*

### **7.2.**

*As a general rule, we do not process any data pertaining to minors, nor are we authorised to do so. In giving your consent, you are confirming that you are aged 16 years or over or that consent has been granted by your legal representative.*

## **8. What are your rights?**

*Provided certain legal requirements are satisfied, you have the right to access the personal data in question (Article 15 GDPR), the right to rectify the personal data held that concerns you (Article 16 GDPR), the right to erasure (Article 17 GDPR), the right to restriction of processing (Article 18 GDPR) and the right to data portability (Article 20 GDPR).*

*In particular, you have the right, at any given time, to object to the processing of your personal data, where the processing of those data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority (Article 6(1)(e) GDPR) or when processing is necessary for the purposes of our legitimate interests (Article 6(1)(f) GDPR), unless processing is taking place on compelling legitimate grounds that outweigh your interests, rights and liberties or processing is taking place for the purposes of enforcing, exercising or defending legal claims. In the event that your data are being processed for the purposes of direct advertising, you shall be entitled to withdraw consent at any time.*

*The legal provisions concerning the rights of data subjects can be found here:  
<http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX%3A32016R0679>*

*In addition, you shall be entitled to complain to the Austrian data protection authorities (Wickenburggasse 8-10, 1080, Vienna, email: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)).*

## **9. How can you contact us?**

*Should you have any further questions, or should you wish to contact us for any other reason or to exercise your rights (see Section 8), please get in touch using the contact details provided.*

## **10. Changes to data protection information**

***Changes may need to be made to our data protection declaration as a result of new legal provisions, business decisions or technical developments. In such cases, the data protection declaration will be updated accordingly. The current version can be found at any time on our website.***

## **11. Disclaimer**

***Our website and the posts included thereon have been carefully formulated and are provided for general information purposes. We can accept no liability for the correctness, topicality and accuracy of the information provided. We also cannot accept any liability for any links to external websites operated by third parties.***