

# Data privacy policy

## Information on the processing of personal data by

**LEWA Austria GmbH** | Version 1.2 from 16.09.2022

## 1. Legal bases and purposes of the data processing

### **The protection of your personal data is of great concern to us.**

Therefore, as the data controller, LEWA Austria GmbH processes your personal data exclusively on the basis of the legal provisions (in particular the GDPR, Telecommunications Act 2003).

LEWA Austria GmbH processes the personal data that you have provided us with or which is collected by LEWA Austria GmbH from you **for the fulfilment of contractual obligations** (Art. 6 para. 1b GDPR), **on the basis of statutory obligations** (Art. 6 para. 1c GDPR), **on the basis of your consent** (Art. 6 para. 1a GDPR) as well as **for the protection of our legitimate interests** (Art. 6 para. 1f GDPR).

Your personal data is processed in particular **for the following purposes:**

- To maintain the business relationship and personal contact.
- To fulfil the contract in the sense of implementing product sales and providing services as well as pre-contractual measures.
- For the initiation of business transactions regarding its own services.

## 2. Recipients of the personal data

### **We commission order processors for the data processing.**

**We pass your personal data on,** only for the fulfilment of contractual obligations, on the basis of statutory obligations, on the basis of your consent as well as for the protection of our legitimate interests, **to the following categories of recipients within the European union:**

- Courts
- Competent administrative authorities, in particular financial authorities
- Legal representatives
- Management consultants
- External IT service providers, such as system administrators, providers, cloud providers, hosting providers
- Chartered accountants (tax advisors and auditors)
- Executive Board of the data controller
- Branch offices and sales offices of the data controller
- Banks and payment service providers

- Insurance companies
- Suppliers of the data controller
- Customers of the data controller
- Collection agencies for debt recovery
- Third-party lenders such as leasing or factoring companies and assignees, if the goods or service are debt financed in this way
- Funding bodies

### **3. Data privacy information in the application process**

We collect and process the personal data of applicants for the purposes of carrying out the application process. This processing may also be undertaken by electronic means. This is particularly the case when an applicant sends the corresponding application documents to us by electronic means, e.g. by email or via our web form. If LEWA Austria GmbH concludes an employment contract with an applicant, the personal data submitted will be saved for the purposes of settling the employment relationship under observance of the statutory provisions. If no employment contract is concluded from our side with the applicant, the application documents will be deleted six months after notification of the rejection decision, provided no other legitimate interest of LEWA Austria GmbH opposes this deletion. In use of our web form, the data is transmitted to us in encrypted form according to the current technological state. Alternatively, it is possible to submit your applications to us via email. In this case we point out, however, that applicants must ensure encryption themselves. For this reason, we recommend using our web form. Documents that you provide to us in the context of a possible reimbursement of your travel expenses are saved according to the tax regulations and deleted after the expiry of the statutory retention obligations.

### **4. Duration of data storage**

Your personal data is **processed by us only for as long as it is necessary for the purposes mentioned above**. We process your personal data in any case until the end of the business relationship, or until the expiry of the warranty, guarantee, limitation and statutory retention periods that apply to the data controller. In addition, we process your personal data until the end of any litigation requiring the data as evidence.

### **5. Information on the rights of the data subject**

You generally have the rights of **information, correction, deletion, restriction, data portability and revocation**. To exercise these, please contact us.

Since we process the personal data in our own legitimate interests, you generally have the right to object, if reasons exist, arising from your personal circumstances, that speak against this processing.

Since we process the personal data (also) for the purposes of direct advertising, you can object at any time to the processing for the purposes of direct advertising.

You can revoke your consent at any time for the processing of data which you provided voluntarily on the basis of consent. **Revocation** will result in us no longer processing your data for the above-mentioned purposes from the date of the revocation.

If you believe that the processing of your data is contrary to the data protection law or that your privacy rights have been otherwise violated in any way, you can complain to the **supervisory authority**. In Austria, the Data Protection Authority is responsible.

## **6. Updates to this Data Privacy Policy**

We reserve the right to amend this Data Privacy Policy as necessary to technical developments or legal changes, or in connection with the offer of new services or products.

## **7. Contact options**

**You can contact us at the following addresses:**

LEWA Austria GmbH

Diefenbachgasse 35/3/9

1150 Vienna

Telephone: +43 1 877 3040 0

Email: [datenschutz@lewa.at](mailto:datenschutz@lewa.at)

## **Annex 1: Processed personal data of customers, suppliers, business partners and interested parties**

- Contact information (e.g. name or company name/designation, address, telephone and fax number, email address, and other information required due to modern communication techniques, birth year, birth day and month of birth,) website addresses, contact persons)
- Commercial register data, excerpt from the commercial owners register, tax number, VAT number
- Data on creditworthiness
- Object of supply or performance
- Third parties contributing to the performance of services
- Terms of delivery and service
- Financing and payment terms
- Bank connections
- Data concerning the payment or performance behaviour of the data subject
- Copies of identification document
- Contractual texts and business correspondence
- Licence plate number

## **Annex 2: Processed personal data of applicants**

- Name (if provided by the data subject)
- Date of birth, citizenship, title, gender (if specified by the data subject)
- Address, phone number, email address (if provided by the data subject)
- (Portrait) photo (if provided by the data subject)
- Training data, professional experience (if provided by the data subject)
- desired employment, start of desired employment (if provided by the data subject)
- Language skills (if provided by the data subject)
- Specific professional requirements
- Testimonials
- Test results, evaluation
- Date of application, nature of the application, status of the application, application history
- Correspondence with the applicant
- Assessment of the extent to which the applicant fulfils the necessary requirements