

DATA PROTECTION INFORMATION for affected persons in accordance with Articles 13 and 14 GDPR

Responsible body in accordance with Article 24 GDPR:

Binderholz GmbH ("binderholz")
DVR-Nummer 0612677
Zillertalstraße 39, A-6263 Fügen
Telephone: +43 (5288) 601-0
Fax: +43 (5288) 601-11009
Email: dataprivacy@binderholz.com

binderholz is a limited liability company (GmbH) under the Austrian Law relating to Limited Liability Companies (GmbHG) and is therefore a private company and not an authority or public body as defined in Article 37 Paragraph 1 Letter a) GDPR. Within the framework of our core activities, neither comprehensive processing of special categories of data is carried out under Article 37 Paragraph 1 Letters b) and c), nor is personal data concerning criminal convictions and offences processed and no comprehensive, regular and systematic monitoring of affected persons takes place. For this reason, there is no obligation to appoint a data protection officer.

Handling of personal data:

binderholz takes the protection of personal data extremely seriously.

Personal data is information which can be assigned to you individually. Examples of this include your address, name, postal address, email address or telephone number. Information such as the number of users who visit a website is not personal data, as it cannot be assigned to a person.

binderholz treats personal data in accordance with the statutory data protection regulations (in particular the EU General Data Protection Regulation, Data Protection Adjustment Law DSG 2018) and in accordance with this data protection declaration.

Should your data be processed unlawfully by us, you have the right under Article 77 GDPR to complain to a supervisory authority. As a rule, you can contact the supervisory authority of your usual place of residence or work or of our place of business.

Processing of personal data by binderholz:

Rights of affected persons:

In accordance with Article 15 GDPR,

- you have the right to request information concerning your personal data which is processed by us. In particular, you can request information concerning the purposes of the processing, the category of the personal data, the categories of the recipients to whom the data was disclosed or is disclosed, the planned duration of the saving of the data, the existence of a right to correction, deletion

or restriction of the processing, a right of objection, the existence of a right to complain, the origin of your data (should this not have been gathered by us) and the existence of automated decision making (including profiling) and, if applicable, detailed information concerning the specifics relating to this;

- In accordance with Article 16 GDPR, you can request the immediate correction or completion of your personal data which is saved by us;
- In accordance with Article 17 GDPR, you can request the deletion of your personal data which is saved by us, unless the processing is necessary to claim the right of free speech and information, in order to fulfil a legal obligation, for reasons connected to the public interest or in order to assert, exercise or defend legal claims;
- In accordance with Article 18 GDPR, you can request that the processing of your personal data be restricted, should the correctness of the data be disputed by you or should the processing be unlawful, however you reject its deletion and we no longer require the data, but you require the data in order to assert, exercise or defend legal claims or you have submitted an objection to the processing in accordance with Article 21 GDPR;
- In accordance with Article 20 GDPR, you can receive your personal data which you have provided to us in a structured, up-to-date and machine readable format or request a transfer to a different responsible body;
- In accordance with Article 7 Paragraph 3 GDPR, you can revoke the consent which you have issued to us at any time. The result of the above will be that we can no longer continue the data processing which was based on this consent in the future.

Objection:

Should your personal data be processed on the basis of legitimate interests in accordance with Article 6 Paragraph 1 Sentence 1 Letter f) GDPR, then under Article 21 GDPR you have the right to raise an objection to the processing of your personal data, should reasons connected to your specific situation be present or should the objection relate to direct advertising. In the latter case, you have a general right of objection, which will be implemented by us without a specific situation being applicable. Should you wish to claim your right of revocation or objection, an email to dataprivacy@binderholz.com suffices.

Duration of the saving of personal data (deletion periods):

In accordance with applicable requirements under data protection laws, we are obliged under Article 5 Paragraph 1 Letter e) GDPR to immediately delete personal data, should the purpose for which it was processed have come to an end. In this respect, we wish to point out that statutory retention obligations and statutory retention periods represent a legitimate purpose for the processing of personal data.

In all cases, data will be saved and stored by us in a personal form until the end of the business relationship or until the expiry of applicable guarantee, warranty or limitation

periods; in addition until the completion of any legal disputes where the data is required as evidence; or in all cases until the expiry of the third year since the most recent contact with a business partner.

In addition, we observe the following retention periods:

Accounting and tax laws:

- Retention period under tax laws: **10 years**

Contracts:

- Purchase price claim in case of moveable objects: **30 years**
- Purchase price claim in case of immoveable objects: **30 years**
- Claims under a contract for work (should the service have been provided within the framework of a commercial operation or other business operation): **30 years**
- General damages (compensation lawsuits): **10 years** (if the loss and party causing the loss are known) / otherwise **30 years**

Employment relationships:

- Claim to the issuing of an employment reference: **30 years**
- Service relationship: Claims of the recipient of the service and claims of the provider of the service to remuneration, advance payments and all other claims under the service relationship: **3 years**
- Data relating to the service recipient which is relevant to bookkeeping: such as accounting.
- Deadline for bringing claims due to discrimination with promotions and job applications: **6 months** from the time when the promotion or job application was rejected or also **3 years** for the application documents in accordance with a declaration of agreement of the applicant.

Disclosure of data

No transfer of personal data to third parties takes place, except for the reasons listed below.

We only pass your personal data on to third parties if:

- You have issued your express consent to such in accordance with Article 6 Paragraph 1 Sentence 1 Letter a) GDPR,
- The disclosure in accordance with Article 6 Paragraph 1 Sentence 1 Letter f) GDPR is necessary in order to safeguard operational interests, as well as in order to assert, exercise or defend legal claims and there is no reason to assume that you have an essential legitimate interest in your data not being passed on,
- A statutory obligation to disclose the data exists under Article 6 Paragraph 1 Sentence 1 Letter c) GDPR, or
- this is legally permitted and is required under Article 6 Paragraph 1 Sentence 1 Letter b) GDPR in order to perform contractual relationships with you.

Use of our website

a) When accessing our website, information is automatically sent to the server of our website by the browser which is used on your end device. This information is saved temporarily in a so-called log file. The following information is recorded during this process without any action on your part and is saved until automatic deletion takes place:

- IP address of the accessing computer,
- Date and time of the access,
- Name and URL of the file accessed,
- Website from which the access takes place (referrer URL),
- Browser used and, if applicable, the operating system of your computer and the name of your access provider.

The named data is processed by us for the following purposes:

- Ensuring a seamless connection to the website,
- Ensuring comfortable use of our website,
- Evaluation of system security and stability and
- Additional administrative purposes.

The legal basis for the data processing is Article 6 Paragraph 1 Sentence 1 Letter f) GDPR. Our legitimate interest arises from the purposes of the data gathering which are listed above. Under no circumstances will we use the gathered data in order to trace your person.

In addition, when you visit our website, we use cookies and analysis services. You can find more information about this in the "cookies" section of this data protection declaration.

b) When registering for our newsletter

Should you have issued your express consent in accordance with Article 6 Paragraph 1 Sentence 1 Letter a), we use your email address in order to regularly send you our newsletter. In order to receive the newsletter, it suffices for you to provide an email address.

It is possible to de-register from the newsletter at any time, for example via the link at the end of every newsletter. Alternatively, you can also send your de-registration request to us at any time by sending an email to dataprivacy@binderholz.com.

c) when using our contact form

Should you have any types of queries, you have the option of getting in touch with us via a contact form which is provided on the website. In such a case, it is necessary to provide a valid email address, so we know who the enquiry is from and are able to respond. You can also provide additional information voluntarily.

The data processing for the purpose of the contact initiation with us takes place in accordance with Article 6 Paragraph 1 Sentence 1 Letter a) GDPR on the basis of your consent which has been issued voluntarily. The personal data which is gathered by us in connection with the use of the contact form is automatically deleted once your enquiry has been completed.

Cookies

Our website uses so-called cookies. These are small text files which are stored on your end device with the assistance of the browser. These do not cause any damage.

We use cookies in order to make our services more user friendly. Some cookies remain saved on your end device until you delete them. These enable us to recognise your browser again next time you visit.

The data which is processed through the cookies is necessary for the named purposes in order to safeguard our legitimate interests in addition to those of third parties in accordance with Article 6 Paragraph 1 Sentence 1 Letter f) GDPR.

Should you not wish for this to take place, you can set your browser in such a way that you are informed of the setting of cookies and only permit this in individual cases. If cookies are de-activated, the functionality of our website may be restricted.

Google Analytics

For the purpose of tailoring our website to requirements and its continual optimisation, we use functions of the web analysis service Google Analytics. The provider is Google Inc, 1600 Amphitheatre Parkway Mountain View, CA 94043, USA. Google Analytics uses so-called "cookies". These are text files which are saved on your computer and enable an analysis of the use of the website by you. The information concerning your use of the website which is generated by the cookies is generally transferred to a server of Google in the USA and saved there.

We only use Google Analytics with activated IP anonymisation. This means that on this website, your IP address is shortened first by Google within Member States of the European Union or in other Member States of the European Economic Area. Only in exceptional cases will the full IP address be transferred to a server of Google in the USA and shortened there. On behalf of the operator of this website, Google will use this information in order to evaluate your use of the website, to compile reports concerning the website activities and to provide additional services for the website operator which are connected to the use of the website and the use of the Internet. The IP address transferred by your browser within the framework of Google Analytics will not be combined with other data by Google.

You can prevent the saving of cookies by setting your browser software accordingly. However, we wish to point out that in such a case, you may not be able to fully use all functions of this website. In addition, you can prevent the recording by Google of the data generated by the cookie which relates to your use of the website (including IP address) and the processing of this data by Google by downloading and installing the browser plugin which can be obtained via this link: <http://tools.google.com/dlpage/gaoptout?hl=de>.

Further information concerning the use of data for advertising purposes by Google, settings and objection options can be found on the websites of Google: <https://www.google.com/intl/de/policies/privacy/partners/> ("data use by Google when using websites or apps of our partners"), <http://www.google.com/policies/technology/s/ads> ("use of data for advertising purposes"), <http://www.google.de/settings/ads> ("administration of information which Google uses in order to blend in advertising") and <http://www.google.com/ads/preferences/> ("control the information Google uses to show you ads").

Piwik

This website uses the open source web analysis service Piwik. Piwik uses so-called "cookies". These are text files which are saved on your computer and enable an analysis of the use of the website by you. For this purpose, the information concerning the use of this website which is generated by the cookies is saved on our server. The IP address is anonymised prior to the saving.

The information concerning the use of this website which is generated by the cookies is not passed on to third parties. You can prevent the saving of cookies by setting your browser software accordingly. However, we wish to point out that in such a case, you may not be able to fully use all functions of this website.

Should you not agree to the saving and use of your data, you can de-activate the saving and use here. In such a case, an opt out cookie will be deposited in your browser, which prevents Piwik from saving usage data. Should you delete your cookies, this will also mean that the Piwik opt out cookie is deleted. You need to activate the opt out again, next time you visit our website.

Social media plugins

a) Facebook

Social media plugins of Facebook are used on our website, in order to make its use more personal. For this purpose, we use the "LIKE" or "SHARE" button. This is a service of Facebook.

Should you access a page of our web presence which contains such a plugin, your browser establishes a direct connection to the servers of Facebook. The content of the plugin is transferred directly to your browser by Facebook and incorporated into the website by Facebook.

By means of the incorporation of the plugins, Facebook is informed that your browser has accessed the corresponding page of our web presence, even if you do not have a Facebook account or are not currently logged in to Facebook. This information (including your IP address) is transferred by your browser directly to a server of Facebook in the USA and saved there.

Should you be logged in to Facebook, Facebook can directly assign the visit to our website to your Facebook account. Should you interact with the plugins, for example by clicking on the "LIKE" or "SHARE" button, the corresponding information is also transferred directly to a server of Facebook and saved there. The information is also published on Facebook and displayed to your Facebook friends.

Facebook can use this information for the purposes of advertising, market research and tailoring the Facebook page to requirements. For this purpose, use, interest and relationship profiles will be created by Facebook, for example in order to evaluate your use of our website in relation to the adverts blended into your Facebook profile, to inform other Facebook users of the activities on our website and to provide additional services connected to the use of Facebook.

Should you not wish for Facebook to assign the data gathered via our web presence to your Facebook account, you need to log out of Facebook before visiting our website.

The purpose and scope of the data gathering and the further processing and use of the data by Facebook, as well as your rights and settings options in this respect for the purpose of protection of your private sphere can be found in the **data protection notice** (<https://www.facebook.com/about/privacy/>) of Facebook.

b) Twitter

Plugins of the message network of Twitter Inc (Twitter) are integrated into our Internet sites. You can recognise the Twitter plugins (tweet button) from the Twitter logo on our website. You can find an overview of tweet buttons **here** (<https://about.twitter.com/resources/buttons>).

Should you access a page of our web presence which contains such a plugin, a direct connection is established between your browser and the Twitter server. By means of this, Twitter is informed that you have visited our page with your IP address. Should you click the Twitter "tweet button" whilst you are logged into your Twitter account,

the contents of our pages can be linked to your Twitter profile. By means of this, Twitter can assign your visit to our pages to your user account. We wish to point out that we as the provider of the pages have no knowledge of the contents of the data which is transferred, as well as the use of this by Twitter.

Should you not wish for Twitter to be able to assign the visit to our pages, please log out of your Twitter user account.

You can find further information about this in the data protection declaration of **Twitter** (<https://twitter.com/privacy>).

Content

Our website can contain links to third party websites ("external links"). The respective operators of these external links are responsible for these. binderholz has no influence over the current and future design, as well as over the content of the linked pages. The setting of external links does not mean that the content belongs to binderholz. Without concrete indicators of legal breaches, constant monitoring of the external links is not possible or reasonable. However in case of becoming aware of legal breaches, such external links will be removed immediately.

Email

Should you send us queries by email, your information, including the contact details provided by you will be saved by us for the purpose of processing the query and for any follow up questions. binderholz wishes to expressly point out that data transfer over the Internet (for example in case of communication by email) can represent a security risk and cannot be fully protected against third party access.

Commercial advertising

The use of contact data of our legal notice or of our website for commercial advertising is expressly prohibited, unless we issue our written agreement to such. binderholz and all persons named on this website hereby object to any commercial use and disclosure of this data.

Data security

During the website visit, we use the secure socket layer procedure together with the respective highest level of encryption which is supported by your browser. This is generally 256 bit encryption. Should your browser not support 256 bit encryption, we use 128 bit v3 technology instead. Whether an individual page of our Internet presence is transferred in encrypted form can be found in the closed image of the key or key symbol in the lower status section of your browser.

We otherwise take suitable technical and organisational measures in order to protect your data against random or intentional manipulation, partial or complete loss or destruction and against unauthorised third party access. Our security measures are continually improved in accordance with technical developments.

Up-to-dateness of and changes to this data protection declaration

Due to the further development of our website and services or due to changes in legislation and official guidelines, it may be necessary to alter this data protection declaration. The respective up-to-date data protection declaration can be accessed by you on the website at any time at <https://www.binderholz.com/en/service-contact/privacy-policy/> and can be printed out.

Fügen, as of: May 2018

Binderholz GmbH

dataprivacy@binderholz.com