



PRIVACY POLICY

1. Categories of processed data, purposes and legal foundations

As data processor Loffice ("Loffice Services OG", see section 4 "Contact") stores and handles personal data of the following categories for the following purposes:

- 1.1. In the interest of providing the offered services regarding coworking and the usage of offices, meeting rooms and event spaces respectively, via website, phone, personal or by other means:

Name, data that is necessary for identification of the client; e-mail address, possibly telephone number, all data that is required to contact the client and all information that is necessary in order to precisely and adequately define the client's interests based on his/ her own indication.

Legal foundation for processing of the data is formed by the consent of the interested party. The concerned party generally specifies the period of data managing. However, the party may end it any time by expressly withdrawing its consent in written form.

- 1.2. Subscription to the Newsletter and other EDM-services:

Name, data that is necessary for identification of the client; e-mail address, possibly telephone number, all data that is required to contact the client and all information that is necessary in order to customize the content of the newsletter or other EDM-services according to the client's interests.

Legal foundation for processing of the data is formed by the consent of the interested party. The concerned party generally specifies the period of data managing. However, the party may end it any time by expressly withdrawing its consent in written form.

- 1.3. Individual requests e.g. regarding coworking, usage of office space or event facilities:

Name, data that is necessary for identification of the client; e-mail address, possibly telephone number, all data that is required to contact the client and all information that is necessary in order to precisely and adequately define the client's interests based on his/ her own indication.

Legal foundation for processing of the data is formed by the consent of the interested party. The concerned party generally specifies the period of data managing. However, the party may end it any time by expressly withdrawing its consent in written form.

- 1.4. Agreements regarding service-packages connected to coworking, use of office facilities or event space or virtual office.

Name, data that is necessary for identification of the client; e-mail address, possibly telephone number, all data that is required to contact the client and all information that is necessary in order to precisely and adequately define the specific agreement based on the clients specifications.

The provided data is necessary for performing the specific agreements and for any required measures to be taken before coming into existence of the respective agreement. Without the data it is not possible to come to an agreement. The period of data processing covers the whole term of the agreement and extends another five years after termination of the agreement (general period for the execution of civil law).

- 1.5. Ticket sale for events e.g. regarding coworking, use of office facilities or event spaces:

Name, data that is necessary for identification of the client; e-mail address, possibly telephone number, all data that is required to contact the client and all information that is necessary in order to precisely and adequately define the client's interests based on his/ her own indication.

The provided data is necessary for performing the specific agreements and for any required measures to be taken before coming into existence of the respective agreement. Without the data it is not possible to come to an agreement. The period of data processing covers the whole term of the



agreement and extends another five years after termination of the agreement (general period for the execution of civil law).

1.6. Profiling

Profiling involves, first, data that is collected in connection with activities as specified above (1.1-1.6), second and only with the client's prior and expressed consent, data that is required to create personalized offers and/ or as a means for identification.

Legal basis for data processing is the client's expressed approval for profiling. The concerned party generally specifies the period of data managing. However, the party may end it any time by expressly withdrawing its consent in written form.

2. Principles for the processing of personal data

Loffice will take appropriate measures to guarantee that its client's personal data

- a) is processed lawfully and in good faith and in such a way that it is transparent for the client;
- b) is processed for specific and legitimate purposes only, and not treated in any way incompatible with these purposes;
- c) is suitable and relevant for the purpose of data management as well as limited to a minimum
- d) is correctly indicated and up to date if necessary; if possible, all incorrect personal data shall be corrected or deleted (principle of correctness);
- e) is stored in a manner that allows the identification of a client only so long as required by the purposes for which it is processed; personal data may be stored for statistical purpose for a longer period only in exceptional cases, pending the application of suitable technical and organizational measures as they are required by the DSGVO for protecting the concerned person's rights (principle of limit of storage);
- f) is processed in a manner such that an appropriate level of security of the processed personal data is guaranteed, including protection from unauthorized and illegal access, unintentional loss, destruction or damage (principle of integrity and confidentiality)

Further, Loffice must not use client data for direct company acquisition. This also includes data that was obtained by way of profile generation or by way of any automatized decision procedure in certain matters.

3. Data transfer and data processing-company

In certain cases the processing of personal data will involve third parties and with that transfer of data from one processor to another. In these cases personal data will be transferred to the following recipients or categories of recipients respectively:

- a) third parties within the Loffice group;
- b) organizations that provide services for the customers (e.g. insurance companies, IT-Service providers, marketing providers, accounting agencies);
- c) third parties that are part of the contractual performance (e.g. catering services, etc.)
- d) the privacy inspectorate and other regulators

4. Contact

You can contact us via the following contact details:

Loffice Services OG



Address: Schottenfeldgasse 85/1, 1070 Wien, Austria

E-Mail: hello@loffice.at

Phone: +43 699 150 99 685

Website: wien.lofficecoworking.com

Our privacy officer, Kata Klementz, is responsible for the personal data of former, actual and potential clients. You can reach her via:

Address: Schottenfeldgasse 85/1, 1070 Wien, Austria

E-Mail: kata.klementz@loffice.at

Phone: +36 70 318 6356

5. Legal information

As explained more closely in the following you generally have a right to information, amendment, deletion and withdrawal, to restriction and data portability and to objection. With regard to this please contact us directly.

5.1. The right to information

The client has access to his/ her personal data and Loffice is obliged to furnish the client particulars on request. The clients right to receive feedback about whether Loffice processes his/ her data

- a) involves only personal data concerning the client him/ herself;
- b) involves no anonymous/ anonymously obtained data;
- c) does not concern personal data that does not relate to the client;
- d) concerns only unequivocally client related data.

Clients may request information about their personal data by writing an e-mail to hello@loffice.at or via telephone: +43 699 150 99685

5.2. The right to amendment

The clients right to rectify or complement personal data

- a) involves only personal data concerning the client him/ herself;
- b) involves no anonymous/ anonymously obtained data;
- c) does not concern personal data that does not relate to the client;
- d) concerns only unequivocally client related data.

Loffice rectifies or complements concerned personal data according to the clients request and informs all other involved parties about the correctness of the clients personal data, however, only as far as this is possible and not requiring disproportionate effort.

5.3. The right to erasure and withdrawal

Under certain conditions the client is entitled to demand the deletion of his personal data and Loffice is obliged to delete his/ her personal data, pending that

- a) Loffice manages the personal data;



b) the client requests his/ her data to be deleted;

c) the personal data in question is not longer needed by Loffice for the purpose of active management.

Further, Loffice is obliged to immediately delete personal data of the client in the following cases:

d) whenever the client withdraws his/ her consent due to which his/ her data is processed and

e) when there is no other legal basis for further processing of the clients data.

In addition, Loffice is obliged to immediately delete personal data of the client when

f) the processing of the data is required for the enforcement of legitimate interests on behalf of Loffice or a third party but the client voices his/ her dissent regarding the management of his/ her personal data and

g) the legitimate reasons for the management of such personal data do not have precedence over the clients objection.

Further, Loffice is obliged to delete a clients personal data if

h) the client demands the deletion of his/ her personal data and if the processing of such data by Loffice is against the law;

i) the deletion is obligatory according to the current legal regulation

j) the personal data was collected in connection with any services provided by the information society.

Loffice informs any involved data recipients about deleting the personal data of the client, however, only insofar as this is possible and does not require disproportionate effort.

For lawful communicating and usage of personal data resulting from the deletion requested by the client Loffice denies any liability for damage that may arise from the deletion regarding the usage and handling of the concerned data.

5.4. The right to restriction of processing

A client may demand restriction of processing his/ her personal data.

The client's right to demand restriction of processing

a) involves exclusively personal data related to the client him-/ herself;

b) does not relate to anonymous or anonymously collected data;

c) does not concern personal data that does not relate to the client;

d) concerns only unequivocally client related data.

If the client demands restriction of processing his/ her personal data and disputes the correctness of those data Loffice shall restrict the management of the client's data for the period in which the data is reviewed and verified.

Further Loffice shall restrict the management of the client's personal data if the client demands restriction due to illegal handling of the data and, at the same time, objects to deleting them.

Loffice shall restrict the management of a client's personal data also when

a) Loffice does no longer need the data for further data management

b) the client needs his data for asserting, enforcing or protecting a legal claim.



Loffice shall not restrict management of a client's personal data if

- a) the client objects to the management of his/ her personal data but the data is required for any legitimate interests of Loffice;
- b) there is a legitimate reason for Loffice processing the client's personal data that has no priority over the client's objection as long as the client does not attest to his/ her intention to object.

Loffice shall inform any involved data recipients about the demanded restriction of management of the client's personal data, however, only insofar as this is possible and not connected to disproportionate efforts.

In case Loffice restricts the management of personal client data

- a) the other already existing personal data remain;
- b) this concerns those personal data which is processed on the basis of the client's consent;
- c) it is for the purpose of continuing management of the client's personal data, to establish, enforce or protect a legal claim of the client or to protect the rights of a person.

For lawful communicating and usage of personal data resulting from the deletion requested by the client Loffice denies any liability for damage that may arise from the deletion regarding the usage and handling of the concerned data.

5.5. The right to data portability

The client is entitled to be provided with his/ her personal data which he/ she made available to a person responsible in a structured, common and machine readable format. Further the client is entitled to transfer this data to another person responsible without obstruction by the person responsible to whom the data was made available in the first place.

The client's right to data portability

- a) involves exclusively personal data related to the client him-/ herself;
- b) does not relate to anonymous or anonymously collected data;
- c) does not concern personal data that does not relate to the client;
- d) concerns only unequivocally client related data

5.6. Deadlines for the submission of a client request

Loffice shall respond to any of the above mentioned requests and demands within the following periods:

| General requests | Periods |
|--|---|
| The right to information | With gathering of the data (if gathered directly by the client) or within one month (if the data is not transferred by the concerned person him/ herself) |
| Access right | Within one month |
| The right to amendment | Within one month |
| The right to deletion and withdrawal | Without unnecessary delay |
| The right to restriction of processing | Without unnecessary delay |
| The right to data portability | Within one month |
| The right to dispute an objection | Upon receiving of the appeal |

5.7. The right to complaint



If the client finds that the processing of his/ her personal data violates data protection law or if his/ her privacy rights have been violated in any form Loffice recommends that the concerned client may consult the data controller directly via the contact information below.

If the problem can't be solved by such a consultation or if the concerned party does not intend to have such a conversation the client may take legal actions or consult the data protection authority.

Supervisory authority for the observance of legal data protection regulations in Austria is the "Österreichische Datenschutzbehörde" which can be reached via the following contact information:

Address: Wickenburggasse 8-10, 1080 Wien

Phone: +43 1 531 15 202525

Fax: +43 1 531 15 202690

E-Mail: dsb@dsb.gv.at

Web: www.dsb.gv.at

6. Cookie-policy

The HTML-Code of the web page "lofficecoworking.com" contains links to internal and external servers that are independent of Loffice. External service providers are directly connected to the end user's computer. Any visitors, which connect directly to these servers via a web service, shall hereby be informed that in directly communicating via a browser user data of the visitor (e.g. IP-address, browser, operating system, exposed data, mouse movements, location, date of access, visited web pages etc.) may be collected.

An IP-address is a series of numbers by means of which a user can be identified. Any user that uses a computer defined by such a number may also be located geographically. The addresses of visited web pages as well as date and time information are not directly applicable for the identification of the person concerned, however, the information may be cross referenced with other user data to draw conclusions about the user.

Potentially user-personalizing contents are provided by an external/ by external service providers. The following data processors will provide detailed information about data management by external service providers.

The service providers can provide small data packages, cookies, user computer IP, other data and display/ advertising content for personal purposes in order to fulfill their service.

Target/ Name/ Availability of data processing information:

Analytic measurements: Google Analytics: <https://policies.google.com/privacy?hl=en>

Newsletter service providers: Webstation: <http://www.wst.hu/>;

Social Media Website: Facebook: <https://www.facebook.com/privacy/>;

Community Video Sharing Site: Youtube: <https://policies.google.com/privacy?hl=en>

The data processors/ the data protection officers will give detailed information about data processing.

Cookies may be deleted from the computer or deactivated/ blocked in the browser. (Usually this function can be found in the "preferences" section of the browser's menu, however, this might vary.)

7. Definitions

All information that relate to a specific or specifiable natural person (the "person concerned") is "personal data". Examples: Name, address, date of birth, e-mail address, IP-address, bank account number, license plate, interests and preferences. This instances fall under the general category of "personal data";



By “special categories of personal data” (“sensible data”) the DSGVO means data that implies information about e.g. racial and ethnical heritage, political opinion, religious or ideological beliefs or union membership as well as health data or data about sexual orientation of a natural person. These data are subject to particular protection. (Ex.: finger print, medical history);

“Data protection officer” is every natural or juridical person, authority, agency or any other institution that specifies the purposes and means to processing personal data alone or together with third parties. If the means and purposes of data management are defined by union law or national law the person responsible for data processing may be defined by union law or national law as well;

“Data processor” may indicate every natural or juridical person, authority, agency or any other institution which manages personal data on behalf of the person responsible for data processing;

“Data processing means” indicate an operation or a series of operations by which – automatized or not – one of the following processes are performed: storing, organizing, division, archiving, modification or adaption, queries, using, transferring and spreading or any other processes of communication via provision according to a (client) contract, via alignment or interconnection, via restriction, erasure or destruction;

The abbreviation “GDPR” or “DSGVO” signifies the regulation (EU) Nr 2016/679 of the European Parliament and the Council (27. Apr. 2016) for protection of natural persons with regard to the processing of personal data, for free movement of data and for repeal of the directive 95/46/EG (short: “basic regulation for data protection”/ “Datenschutz-Grundverordnung”);

“Client” is every person that shows interest in Loffice’s services by visiting the Loffice web site, calling, personal visit or any other means as well as those that are legally related to Loffice by contract.

8. The underlying legislation for the present privacy statement and data processing

Law CXII from 2011 about the right to information, freedom of information and autonomy

Regulation 2016/679 / EG about the protection and free movement of data

Regulation 95/46 / EG and about the revocation of natural persons with regard to the processing of personal data (“basic regulation for data protection”)

9. Modifications of this statement

Loffice reserves the right to modify this information at any time. If necessary, Loffice will inform you about such changes according to applicable law by mail or e-mail.