

## PRIVACY POLICY

### 1. DATA MANAGER

The protection of your personal data is very important to us. This privacy policy declaration serves to implement the information obligations according to the legal provisions (EU Regulation 2016/679 (GDPR), Data Protection Act (DSG in the current version), TKG 2003) and the data processing by the data manager listed below. In this privacy policy we provide information on all aspects of data management.

With regard to this privacy policy, the responsible data manager and the contact details are:

DATA MANAGER	SEAT	COMPANY REGISTRATION NR.	REPRESENTED BY	CONTACT
Loffice Services OG	1070, Schottenfeldgasse 85/1	368683g	Kata Klementz	E-mail: <a href="mailto:kata.klementz@loffice.at">kata.klementz@loffice.at</a> Telefon: +43 699 15099685

### 2. THE PURPOSE, THE LEGAL BASIS AND THE RETENTION PERIOD OF THE DATA MANAGEMENT

We provide information about the activity, the scope and the purpose of the data collection and use of the personal data by our company as an independent data manager.

#### LOFFICE SERVICES OG, as the responsible company for the data management

PURPOSE OF THE DATA COLLECTION	AFFECTED DATA	LEGAL BASIS	DATA RETENTION PERIOD
Collecting, managing and responding to the interest in the services provided by the data manager	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	in the case of the contract: until the contract is concluded  If no contract was concluded, then 6 months after the last notification.
Individual enquiry request	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	- until the expiry of the proposal
Conclusion of the contract	family name, first name, contact details (email address, telephone number), purpose of interest	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	personal and tax-related data (invoices, receipts) are stored from the contractual relationship until the expiry of the tax-related retention period (7 years)

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Sale of event tickets	family name, first name, contact details (email address, telephone number)	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	personal and tax-related data (invoices, receipts) are stored from the contractual relationship until the expiry of the tax-related retention period (7 years).
Organisation of the Catering Service	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	- personal and tax-related data (invoices, receipts) are stored from the contractual relationship until the expiry of the tax-related retention period (7 years)
Seat-host Service	personal data according to Money Laundering Act (FM GwG) and Trade Regulations (GewO 1994)	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;  Art. 6. 1. c) GDPR – processing is necessary for compliance with a legal obligation to which the controller is subject;	storage of the required documents or the reference information as well as all receipts and records relating to business relationships and transactions according to § 365y GewO 1994: 5 years  personal and tax-related data (invoices, receipts) are stored from the contractual relationship until the expiry of the tax-related retention period (7 years)
Office Services	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	- personal and tax-related data (invoices, receipts) are stored from the contractual relationship until the expiry of the tax-related retention period (7 years)
Event-Management	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	- personal and tax-related data (invoices, receipts) are stored from the contractual relationship until the expiry of the tax-related retention period (7 years)

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Coworking	family name, first name, contact details (e-mail address, telephone number)	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	- personal and tax-related data (invoices, receipts) are stored from the contractual relationship until the expiry of the tax-related retention period (7 years)
Newsletter	family name, first name, contact details (e-mail address)	Art. 6. 1. a) GDPR – the data subject has given consent to the processing of his or her personal data for one or more specific purposes;	up to 8 months of uninterrupted inactivity from the last open newsletter,  but until the consent is withdrawn.
Social Media (Facebook, Instagram, LinkedIn usw.)	Family name, first name, contact details (e-mail address, telephone number), other personal data that is displayed on the social media platforms	Art. 6. 1. f) GDPR – processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	until the time necessary to achieve the purpose of the data processing up to 3 years
Profiling	Family name, first name, contact details (e-mail address, telephone number), personal data in connection with the activities and contracts of the customer	Art. 6. 1. a) GDPR the data subject has given consent to the processing of his or her personal data for one or more specific purposes;	the time required to achieve the purpose of the data processing  but at most until the consent is withdrawn
The registered data in customer management -Software (contract conclusion)	family name, first name, contact details (e-mail address, telephone number), other personal data for the service	Art. 6. 1. b) GDPR – processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;	personal and tax-related data (invoices, receipts) are stored from the contractual relationship until the expiry of the tax-related retention period (7 years)

If your personal data is necessary to fulfill or conclude a legal obligation or a contract and if you refuse to provide this data, the corresponding contract may not be able to be fulfilled (i.e. it is not possible to provide the service).

## 3. AFFECTED RIGHTS

**Important!** In order to exercise the following rights, please contact the data manager who carries out the data processing as explained above.

AFFECTED RIGHTS	CONTENT OF THE CONCERNED RIGHTS
<b>Access to the data</b>	Upon request, we will inform you about how we handle your personal data. In this case, we will also provide you with additional information on how your data is handled.
<b>Right to the notification</b>	On request, we will be happy to correct your inaccurate personal data and fill in missing items.
<b>Right of withdrawal</b>	<p>If one of the following conditions applies, we will delete your personal data:</p> <ul style="list-style-type: none"> <li>- We no longer need your personal information for the purpose for which we collected it.</li> <li>- You have withdrawn your consent;</li> <li>- You have objected to the data processing (and there is no other legitimate reason for the data processing).</li> <li>- We have processed your data illegally.</li> <li>- The law obliges us to delete the data.</li> </ul>
<b>Right to restrict data management</b>	<p>You have the right to demand that your data be no longer processed</p> <ul style="list-style-type: none"> <li>- if the accuracy of the data is contested;</li> <li>- The processing of the data is illegal, but you do not want the data to be deleted.</li> <li>- We don't need your data anymore, but you do.</li> <li>- You have objected to the data processing.</li> <li>- In this case, we will no longer process your data (we will only store it) until we have investigated your request.</li> </ul>
<b>Right to data transfer</b>	Upon request, we will provide you with the personal data that you have provided to us. You have the right to transfer this data to another data manager.
<b>Right to withdraw</b>	If you do not want us to collect or process your personal data, you have the right to object to the processing. We will no longer process the data, unless this is justified by legitimate reasons that take precedence over your rights, interests, freedoms relating to the transmission, enforcement or defense of legal claims.
<b>Withdraw of compliance</b>	<p>You can withdraw your consent at any time. This revocation does not affect the legality of the processing carried out on the basis of the consent until the revocation.</p> <p>The consent to the sending of newsletters can be revoked at any time via a link in every newsletter or by sending a message to the e-mail or postal address of the data manager.</p>

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You have the right to complain to a supervisory authority if you are of the opinion that your data has not been handled correctly.

## **Austrian Data Protection Authority**

Barichgasse 40-42

1030 Vienna

E-Mail: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)

Telefon: +43 1 52 152-0

Website: <https://www.data-protection-authority.gv.at/>

## **Complaint**

## **4. CHANGES THE DATA POLICY**

The data manager reserves the right to change this data protection declaration at any time. If necessary, the data manager will inform customers of the changes by letter or e-mail and in any case in accordance with applicable law.

Last update: 02.02.2021

Attachment: **Cookie-Information**s

## **COOKIE INFORMATION**

### **1. WHAT ARE THE COOKIES?**

1.1 In the following, Loffice Services OG (seat: 1070, Vienna, Schottenfeldgasse 85/1.; company register number: 368683g; email address: [kata.klementz@loffice.at](mailto:kata.klementz@loffice.at) hereinafter referred to as "data manager") informs you about the collection and management of the personal data provided by you as part of your visit to the [www.loffice.at](http://www.loffice.at) website. For information on third-party cookies, see the table below.

1.2 A cookie is a small piece of text information that is stored on the affected device until you delete it. As with most websites, we use our own and third-party cookies in conjunction with technologies that help websites and applications work properly, as well as an understanding of user preferences.

1.3 You have the option of deactivating all cookies in your browser and setting a notification if a website wants to place cookies on your device. Deactivating cookies may restrict the functionality of our website. For information on how to delete cookies, see the following links: [Chrome](#); [Firefox](#); [IE](#); [Opera](#); [Safari](#).

1.4 The data manager and third parties can use their own cookies or cookies from providers and other technologies that monitor user behavior in connection with the use of the website. In addition, certain user activities related to the website are recorded and they can be viewed based on the previous activities of the user. Third parties automatically receive the IP addresses of the data subjects when the activity is monitored.

1.5 The data processing takes place on the basis of the legal provisions of § 96 Abs 3 TKG as well as Art 6 Abs 1 lit a) (consent) and / or f) (legitimate interest) of the GDPR. Our concern within the meaning of the GDPR (legitimate interest) is to improve our offer and our website.

## 2. COOKIES ON THE WEBSITE AND ITS LEGAL BASIS

### (A) REQUIRED COOKIES

2.1 These cookies are necessary for the operation of the website. They are usually saved on your device at your request, i. e. with regard to your certified activity on the website, settings relating to privacy settings. You have the right to prohibit the use of these cookies. However, this may prevent certain parts of the website from working.

2.2 Certain cookies we use are required to enable you to navigate our website and use certain functions, such as access to protected areas and content for registered users, and to improve services. We also use functional cookies to save information about the settings you have chosen and to adapt our website to your individual needs; this concerns, for example, the choice of language and region. This information is anonymized and is not used for any purposes other than those described here. These cookies are deleted when you close your browser.

Cookie	Service provider. Access to third party data?	Time interval	Function of the cookies
cookieNotice	no	7 days	for using the website
lang	no	until you close your browser	for using the website

### (B) OTHER COOKIES

2.3 Analytical cookies: These cookies are used to recognize how many individual visitors visit, how often and which pages. This information is collected for statistical purposes only and not to personally identify users. This is only used to find out more about your usage behavior on our website. This information is anonymized. If you do not activate these cookies, they will not be disclosed to us when you visit our website.

2.3.1 Facebook Pixel: Facebook Pixel enables the tracking of user actions and saving these into our target group regarding the fact who has visited our website with an active Facebook Browser login. The information collected by Facebook are anonymous and are only used by us for targeting and remarketing purposes. Facebook does store the collected data for a time period of 180 days at most.

2.4 Functional cookies: The purpose of these cookies is to improve the experience and personalize the content. These cookies can be used by us or by third parties to enable the services to be provided on our website. You can control and manage the use of cookies yourself at any time. However, if you deactivate cookies or delete cookies already on your computer, this may restrict your access to and use of parts of the website.

2.5 Legal basis: (i) legitimate interest in analytical cookies (Art. 6 Para. 1 lit. f) GDPR). The person who visits our website is entitled to prohibit the use of cookies in the future if they click on the "Cookie Settings" link at the bottom of the website. (ii) the consent of the data subject (Article 6 (1) (a) GDPR). You have the right to withdraw your consent at any time (if you click on the "Cookie Settings" link at the bottom of the website). The withdrawal of consent does not affect the legality of the data processing before the withdrawal.

Cookie	Service provider. Access to third party data?	Zeitintervall	Art der Cookies
__utmb	no	30 minutes	statistically
__utmt	no	10 minutes	statistically
__utmz	no	6 month	statistically
__utmc	no	until you close your browser	statistically
__utma	no	0	statistically

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You can find detailed information about the data management on the website under the [privacy policy](#).