

Data Privacy Statement

This notification describes how the organisation of trade and industry that processes your personal data ("we") carries out this processing as the sole controller. In order to make orientation easier, relevant parts of this notification are structured according to the group of data subjects. In order to find out how we process your personal data, please read the section(s) below that is/are relevant to you.

Content

[1. Whose data do we process and in what way?](#)

[1.1 Members, their employees and officials](#)

[1.2 Officials and employees of organisations of trade and industry](#)

[1.3 Apprentices and persons who are taking master craftsman's or qualification examinations](#)

[1.4 Founders, interested parties and journalists](#)

[1.5 Service providers and recipients, their employees and officials](#)

[1.6 Political decision makers and interest representatives](#)

[1.7 Users of our website](#)

[1.8 Newsletter](#)

[2. International transmission of data](#)

[3. Your rights in connection with personal data](#)

[4. Our contact details](#)

1. Whose data do we process and in what way?

1.1 Members, their employees and officials

In connection with our member support and administration as well as the representation of interests and information of your members, we process some personal data of yours as a member (including former members) or as an employee or official (in particular as a managing director, Management Board member or Supervisory Board member) of one of our members.

This section 1.1 describes how we process your personal data. In addition, in Sections 2 and 3 below, you can find out about international data communication and your rights in connection with the processing of your personal data.

1.1.1 Categories of processed data and purposes of data processing

We will process your data named in Annex 1 ("your data") for the following purposes:

- Keeping of a members' directory and statistics;
- Representation of the interests of our members pursuant to the 1998 Economic Chambers Act (WKG);
- Collaboration in statistical recordings and data collections;
- Advising, information and support of our members in legal and (foreign) economic matters;
- Support of authorities and members through the issuing of information (in particular regarding periods of membership, the issuing of confirmations about training completed, etc.);
- Event Management: Organisation of information and further training events (including invitations, keeping of attendance lists and minutes and visual recording for medial reporting);
- Provision of information through our newsletter and publications;
- Advertising and public relations;
- Inclusion in a business partner database;
- Provision of services and products offered on our website if we operate a website;
- Other activities in connection with the members administration and the representation of interests pursuant to the Economic Chambers Act (WKG) and the regulations issued in this regard;
- Fulfilment of tasks in connection with the calculation and collection pursuant to the Economic Chambers Act (WKG);
- Holding of Economic Chamber elections;

- Fulfilment of statutory obligations, in particular pursuant to the Economic Chambers Act (WKG).

If your personal data are processed by the Austrian Economic Chamber or a provincial chamber, your data will also be processed for the following purposes:

- Filing of reports, expert appraisals and suggestions regarding concerns of our members to authorities and legislative bodies;
- Promoting of business, in particular through the offering of basic and further training as well as the granting of general, technical and business economic promotion through corresponding facilities, in particular through business promotion institutions (pursuant to Section 19 Par. 1 Clause 4 of the Economic Chambers Act (WKG));
- Delegation of representatives to other corporations and organisations;
- Delegation of members to advisory boards, authorities and associations set up by law;
- Subsidy and funding administration;
- Cooperations with other public entities.

If your personal data are processed by a specialist organisation within the Economic Chamber, your data will also be processed for the following purposes:

- Promotion of the economic, social and humanitarian interests of the members, strengthening of the community spirit and of the industry image;
- Ensuring the equal opportunities of the members in competition, in particular preventing unauthorised trading
- Promotion of collaborations and community activities, in particular the setting up of purchasing and business cooperatives as well as the development of market- and future-oriented industry concepts;
- Negotiation and conclusion of collective agreements;
- Promotion of public and private education in the interest of the members, the promotion of basic and further training of the members and of their employees and the promotion of vocational training.

We collect these data within the framework of your membership or in connection with the provision of a service at one of our members either by you providing these data to us yourself (in particular through communication by e-mail or other means of communication) or by us collecting, for instance, in the course of consultations, the handling of events, etc. We also receive the trade data from public registers and sources.

In cases in which we ask you for the provision of your data, this is fundamentally voluntary. However, various processes of member administration, interest representation and of the information and event management as well as the internal and external communication in these concerns will be delayed or even impossible if you do not provide your personal data. If the provision of your data should be mandatory by law in some cases, we will point this out to you separately.

1.1.2 Legal bases of the processing

We process your data on the following basis:

- Requirement to comply with legal obligations to which we are subject in particular pursuant to the Economic Chambers Act (WKG), this pursuant to Art. 6 (1) (c) of the General Data Protection Regulation (GDPR);
- Our overriding legitimate interest pursuant to Art. 6 (1) (f) of the GDPR which is to be found in the efficient design of our member administration and our information and event management as well as the internal and external communication in these concerns;
- In individual cases: your consent to the processing of your personal data (Art. 6 (1) (a) or Art. 9 (2) (a) of the GDPR).

1.1.3 Transmission of your personal data

Where necessary for the aforementioned purposes, we will communicate your data to the following recipients:

- Organisations of trade and industry;
- Members of the Economic Chamber;
- Courts and administrative authorities;
- Corporations under public law in fulfilment of their tasks (e.g. social insurance agencies, interest groups, municipalities);
- Members of legal advisory and supporting professions (e.g. lawyers, notaries, public accountants);
- Money and credit institutions for the handling of the payment transactions;
- Economic chamber voter groups;
- Associations and federations for the purpose of safeguarding the rules and interests of the economy (e.g. protective federation against unfair competition);
- Labour market service (AMS) for the administration of funding measures;
- All parties interested in member data, with your consent unless it involves data already published in a permissible manner or the transmission furthers the interests of the economy;
- Advisory boards, authorities and associations that are set up by law in which members are delegated; Contractual partners that are used for the provision of services;
- to media companies, social networks and video platforms for event reporting
- WKO Inhouse GmbH;
- External IT service providers.

1.1.4 Duration of retention

As a general rule, your data are stored as long as the statutory retention obligations exist or the retention is necessary to meet our statutory tasks, and beyond this if guarantee, warranty or limitation periods have not yet expired.

1.2 Officials and employees of organisations of trade and industry

In order to be able to carry out our tasks of official administration and the representation of our members' interests, we will process some of your personal data in connection with your work as an official or employee of an organisation of trade and industry. If you have an employment relationship with us, an additional data privacy statement applies for you.

This section 1.2 describes how we process your personal data. In addition, in Sections 2 and 3 below, you can find out about international data communication and your rights in connection with the processing of your personal data.

1.2.1 Categories of processed data and purposes of data processing

We will process your data named in Annex 2 ("your data") for the following purposes:

- Official administration;
- Presentation of the officials and employees in the Internet and in the chamber-overarching Intranet;
- Carrying out of the representation of interests, support and advising of our members and other tasks pursuant to the 1998 Economic Chambers Act (WKG);
- Settlement of compensation for expenses and function and reimbursement of expenses pursuant to Section 50 (3) and (4) of the Economic Chambers Act (WKG);
- Holding of Economic Chamber elections;
- Organisation and holding of meetings, including the creation of invitations, meeting minutes and attendance lists;
- Communication with you;
- Event management: Organisation of information and further training events (including invitations, keeping of attendance lists and minutes and visual recording for medial reporting);
- Mailing of newsletters and publications.

If your personal data are processed by the Austrian Economic Chamber or a provincial chamber, your data will also be processed for the following purposes:

- Approval of the budgets and statements of account of the professional organisations and of their management.

If your personal data are processed by a specialist organisation, your data will also be processed for the following purposes:

- Negotiation and conclusion of collective agreements.

We collect your data within the framework of your work as an official or employee of an organisation of trade and industry either by you sending us this data yourself (in particular through communication via e-mail or other modern means of communication) or by collecting these ourselves, for instance in the course of meetings or the handling of events. We also receive the trade data from public registers and sources.

In cases in which we ask you for the provision of your data, this is fundamentally voluntary. However, various processes of member administration, interest representation and of the information and event management as well as the internal and external communication in these concerns will be delayed or even impossible if you do not provide your personal data. If the provision of your data should be mandatory by law in some cases, we will point this out to you separately.

1.2.2 Legal bases of the processing

We process your data on the following basis:

- Need to comply with legal obligations to which we are subject in particular pursuant to the Economic Chambers Act (WKG), this pursuant to Art. 6 (1) (c) of the General Data Protection Regulation (GDPR); and
- Our overriding legitimate interest pursuant to Art. 6 (1) (f) of the GDPR which is to be found in the efficient design of our official administration, our information and event management as well as the internal and external communication in these concerns;
- In individual cases: your consent to the processing of your personal data (Art. 6 (1) (a) or Art. 9 (2) (a) of the GDPR).

1.2.3 Transmission of your personal data

If this is necessary for the aforementioned purposes, we will communicate your data to the following recipients:

- Organisations of trade and industry;
- Members of the Economic Chamber;
- Courts and administrative authorities;
- Corporations under public law in fulfilment of their tasks (e.g. social insurance agencies, interest groups, municipalities);
- Members of legal advisory and supporting professions (e.g. lawyers, notaries, public accountants);
- Money and credit institutions for the handling of the payment transactions;
- Economic chamber voter groups;
- Associations and federations to safeguard economic interests and order (e.g. protective federation against unfair competition);
- All parties interested in official data (including members); this with your consent as an official unless this involves data already published in a permissible manner or the communication serves to promote business;

- Contractual partners that are used to provide services;
- to media companies, social networks and video platforms for event reporting
- WKO Inhouse GmbH and
- External IT service providers.

1.2.4 Duration of retention

As a general rule, your data are stored as long as the statutory retention obligations exist or the retention is necessary to meet our statutory tasks, and beyond this if guarantee, warranty or limitation periods have not yet expired.

1.3 Apprentices and persons who are taking master craftsman's or qualification examinations

If you are undergoing an apprenticeship ("apprentice") or would like to take a master craftsman's or qualification examination at one of the master craftsman's examination centres of the Economic Chamber, or have already done so, we will process some of your personal data as described here. Apprentice and master craftsman's examination centres are set up at the provincial chambers of the trade and industry.

In this section 1.3, we inform you about how we process your data. In addition, in Sections 2 and 3 below, you can find out about international data communication and your rights in connection with the processing of your personal data.

1.3.1 Categories of processed data and purposes of data processing

We will process your data named in Annex 3 ["your data"] for the following purposes:

- to handle the tasks of the provincial chambers as apprentice centres in particular pursuant to Section 19 of the Vocational Training Act and as master craftsman's examination centres pursuant to Section 350 et seq. of the 1994 Trade Code (GewO) and the Vocational Training Act;
- to check the suitability of the apprenticeship companies with regard to materials and personnel;
- to check and log the apprenticeship contracts;
- to advise the apprentices and the apprenticeship companies;
- to handle the final apprenticeship examinations and the funding for apprenticeship companies;
- Enforcement of certification procedures for the awarding of the engineer-qualification based on the Ingenieursgesetz 2017;
- to handle master craftsman's and qualification examinations;
- to organise and handle preparatory courses.

Your data are either provided directly to us by you (in particular through communication via e-mail or other means of communication) or we collect these data ourselves, for instance, in the course of consultations or the handling of examinations or of preparatory courses.

In cases in which we ask you for the provision of your data, this is fundamentally voluntary. However, you will not be able to use our range of services as an apprentice or master craftsman's examination centre, or only to a restricted extent, if you do not provide your data. If the provision of your data should be mandatory by law in some cases, we will point this out to you separately.

1.3.2 Legal bases of the processing

We process your data on the following basis:

- Need to comply with legal obligations to which we are subject in particular pursuant to the Vocational Training Act and the Trade Code, this pursuant to Art. 6 (1) (c) of the General Data Protection Regulation (GDPR);
- Our overriding legitimate interest pursuant to Art. 6 (1) (f) of the GDPR that lies in being able to carry out our tasks as an apprentice and master craftsman's examination centre in an efficient manner; and
- In individual cases: your consent to the processing of your personal data (Art. 6 (1) (a) or Art. 9 (2) (a) of the GDPR).

1.3.3 Transmission of your personal data

If this is necessary for the aforementioned purposes, we will communicate your data to the following recipients:

- Organisations of trade and industry;
- Members of the Economic Chamber;
- Administrative authorities (e.g. tax office, labour market service, etc.);
- Public corporations in fulfilment of their tasks (e.g. social insurance agencies, interest representations, etc.);
- Lawyers and public accountants;
- Money and credit institutions for the handling of the payment transactions;
- Associations and federations to safeguard economic interests and order (e.g. protective federation against unfair competition);
- SourcePIN register authority within the framework of its authorisations pursuant to the E-Government Act;
- Media companies, social networks and video platforms for event reporting
- Funding bodies;
- Courts;
- Cooperation partners (e.g. advisory service providers);
- Statistics AUSTRIA;
- Vocational schools and school board;
- WKO Inhouse GmbH and

- External (IT) service providers.

1.3.4 Duration of retention

Your data will only be stored by us for as long as this is necessary to meet our statutory obligations, in particular pursuant to the Vocational Education Act and the 1994 Trade Act, or until the termination of relevant guarantee, warranty, limitation or other statutory retention periods or any legal disputes in which the data are required as evidence.

1.4 Founders, interested parties and journalists

If you are in the company start-up phase ("founder") or apart from establishing or managing a company are interested in our organisation or our range of information and services, or are participating in events or courses offered by us ("interested party"), we will process some of your personal data as described here. Also, if you are active as a journalist, we will process some of your personal data.

In this section 1.4, we inform you about how we process your data. In addition, in Sections 2 and 3 below, you can find out about international data communication and your rights in connection with the processing of your personal data.

1.4.1 Categories of processed data and purposes of data processing

We will process your data named in Annex 4 ("your data") for the following purposes:

- Information and advice in all matters relating to the establishment of companies;
- Information on trade policy topics and our activities;
- Event Management: Organisation of information and further training events (including invitations, keeping of attendance lists and minutes and visual recording for medial reporting);
- Provision of information through our newsletter and publications;
- Subsidy and funding administration;
- Other activities in connection with the founder and interested parties administration and our event management;
- Organisation and holding of press conferences and maintenance of press contacts;
- Public relations and
- If you visit our premises, for the purpose of protecting property and for curbing and clarifying conduct relevant under criminal law.

Your data are either provided directly to us by you (in particular through communication via e-mail or other means of communication) or we collect these data ourselves, for instance, in the course of consultations or the handling of events.

In cases in which we ask you for the provision of your data, this is fundamentally voluntary. However, various processes of founder administration, interest representation and of the information and event management as well as the internal and external communication in these concerns will be delayed or even impossible if you do not provide your personal data. If the provision of your data should be mandatory by law in some cases, we will point this out to you separately.

1.4.2 Legal bases of the processing

We process your data on the following basis:

- Need to comply with legal obligations to which we are subject in particular pursuant to the 1998 Economic Chambers Act (WKG), this pursuant to Art. 6 (1) (c) of the General Data Protection Regulation (GDPR);
- Our overriding legitimate interest pursuant to Art. 6 (1) (f) of the GDPR is to be found in the efficient design of our founder administration and the organisation of events as well as the internal and external communication, including public relations;
- In individual cases: your consent to the processing of your personal data (Art. 6 (1) (a) or Art. 9 (2) (a) of the GDPR).

1.4.3 Transmission of your personal data

If this is necessary for the aforementioned purposes, we will communicate your data to the following recipients:

- Organisations of trade and industry;
- Economic Chamber members and founders;
- Other interested parties (including research, economic and cooperation associations);
- Courts and administrative authorities;
- Public corporations in fulfilment of their tasks;
- Members of legal advisory and supporting professions (e.g. lawyers, notaries, public accountants);
- Money and credit institutions;
- Contractual partners that are used to provide services;
- All parties interested in founder data, with your consent as a founder unless it involves data already published in a permissible manner or the transmission aids economic promotion;
- Labour market service (AMS) for the administration of funding measures;
- Cooperation partner of events and training courses;
- to media companies, social networks and video platforms for event reporting
- WKO Inhouse GmbH and

- External IT service providers.

1.4.4 Duration of retention

Your data will only be retained by us until the termination of the information or support relationship or beyond if this is necessary for the fulfilment of our statutory obligations, in particular according to the Economic Chambers Act (WKG), or until the termination of fundamental guarantee, warranty, limitation or other statutory retention periods or any legal disputes in which the data are required as evidence.

1.5 Service providers and recipients, their employees and officials

Within the framework of our activities, we collaborate with companies and persons who provide diverse services to us (this includes services as well as deliveries of goods or sponsoring; "service providers"). Apart from that, however, we also act as a service provider ourselves within the framework of our activities and therefore provide services to natural or legal persons ("service recipients"). This notification concerns you as a service recipient or provider and as their employee or official.

In this section 1.5, we inform you about how we process your personal data. In addition, in Sections 2 and 3 below, you can find out about international data communication and your rights in connection with the processing of your personal data.

1.5.1 Categories of processed data and purposes of data processing

We will process your data named in Annex 5 ("your data") for the following purposes:

- Carrying out of our tasks pursuant to the 1998 Economic Chambers Act (WKG), in particular the representation of interests and the advising of our members;
- Event Management: Organisation of information and further training events (including invitations, keeping of attendance lists and minutes and visual recording for medial reporting);
- Provision of information through our newsletter and publications;
- Other activities in connection with the member, founder or interested parties administration and our event management and our public relations;
- Provision of work materials and infrastructure to guarantee efficient internal work processes.

Your data are either provided directly to us by you (in particular through communication via e-mail or other means of communication) or we collect your data ourselves, for instance, in the course of handling events or services that we provide to you.

In cases in which we ask you for the provision of your data, this is fundamentally voluntary. However, the processing of the service could be delayed or in some cases be impossible if you do not provide your data. If the provision of your data should be mandatory by law in some cases, we will point this out to you separately.

1.5.2 Legal bases of the processing

We process your personal data on the following basis:

- Need to comply with legal obligations to which we are subject in particular pursuant to the 1998 Economic Chambers Act (WKG), this pursuant to Art. 6 (1) (c) of the General Data Protection Regulation (GDPR);
- Our overriding legitimate interest pursuant to Art. 6 (1) (f) of the GDPR which is to be found in the efficient design of our administration, consulting and support activities;
- In individual cases: your consent to the processing of your personal data (Art. 6 (1) (a) or Art. 9 (2) (a) of the GDPR).

1.5.3 Transmission of your personal data

If this is necessary for the aforementioned purposes, we will communicate your personal data to the following recipients:

- Money and credit institutions;
- Contractual partners that are used to provide services;
- Banks for the handling of the payment transactions;
- Legal representatives in the business transactions;
- Public accountants for the purposes of auditing;
- Courts and authorities;
- Collection companies for the collection of debts (abroad therefore only if the debt has to be collected abroad);
- Assignees, factoring companies, insurances, credit agencies, creditor protection associations in their function as creditor representatives;
- Contractual partners that collaborate or are to collaborate in the delivery or service;
- Insurances on the occasion of the conclusion of an insurance contract for the performance or the occurrence of the insured event (e.g. liability insurance);
- Federal agency "Statistics Austria" for the creation of the (official) statistics stipulated by law;
- to media companies, social networks and video platforms for event reporting
- WKO Inhouse GmbH and
- External IT service providers.

1.5.4 Duration of retention

As a fundamental rule, your data will be stored by us until the termination of the business relationship or beyond this if this is necessary to meet our statutory obligations, in particular pursuant to the Economic Chambers Act (WKG), or until the termination of relevant guarantee, warranty, limitation or other statutory retention periods or any legal disputes in which the data are required as evidence.

1.6 Political decision makers and interest representatives

Within the framework of the fulfilment of our tasks pursuant to the 1998 Economic Chambers Act (WKG), in particular with regard to the representation of interests and in connection with events organised by us, we process personal data about you as a political decision maker, as an employee of a ministry, a provincial government or other authority or as the representative of employees' interests (e.g. officials of the Chamber of Labour or trade union members), consumers or companies.

In this section 1.6, we inform you about how we process your personal data. In addition, in Sections 2 and 3 below, you can find out about international data communication and your rights in connection with the processing of your personal data.

1.6.1 Categories of processed data and purposes of data processing

We will process your data named in Annex 6 ("your data") for the following purposes:

- Carrying out of our tasks pursuant to the Economic Chambers Act (WKG), in particular the representation of our members' interests and, if your personal data are processed by a professional organisation, negotiation and conclusion of collective agreements;
- Event Management: Organisation of information and further training events (including invitations, keeping of attendance lists and minutes and visual recording for medial reporting);
- Mailing of our newsletter and of information and publications.

Your data are either provided directly to us by you (in particular through communication via e-mail or other means of communication) or we collect your data ourselves, for instance, in the course of activities in connection with the handling of events.

In cases in which we ask you for the provision of your data, this is fundamentally voluntary. However, various processes such as the mailing of our newsletter could be delayed or even become impossible if you do not provide us with these data. If the provision of your data should be mandatory by law in some cases, we will point this out to you separately.

1.6.2 Legal bases of the processing

We process your data on the following basis:

- Need to comply with legal obligations to which we are subject in particular pursuant to the Economic Chambers Act (WKG), this pursuant to Art. 6 (1) (c) of the General Data Protection Regulation (GDPR);
- Our overriding legitimate interest pursuant to Art. 6 (1) (f) of the GDPR which is to be found in the efficient design of our information activities;
- In individual cases: your consent to the processing of your personal data (Art. 6 (1) (a) or Art. 9 (2) (a) of the GDPR).

1.6.3 Transmission of your personal data

If this is necessary for the aforementioned purposes, we will communicate your data to the following recipients:

- Organisations of trade and industry;
- Other interested parties (including research, economic and cooperation associations);
- WKO Inhouse GmbH and
- to media companies, social networks and video platforms for event reporting
- External IT service providers.

1.6.4 Duration of retention

In any case, your data will be stored by us for the duration of your professional activity or beyond this if this is necessary to meet our statutory obligations, in particular pursuant to the Economic Chambers Act (WKG) or until the termination of relevant statutory retention periods or any legal disputes in which the data are required as evidence.

1.7 Users of our website

This section applies if we operate a website.

When you visit a website operated by us, we will process some of your personal details in connection with this visit.

In this section 1.7, we inform you about how we process your personal data. In addition, in Sections 2 and 3 below, you can find out about international data communication and your rights in connection with the processing of your personal data.

1.7.1 Categories of processed data and purposes of data processing

In the course of your visit to this website, we will automatically collect the following personal data about you:

- Date and time of when you called up a page on our website;
- IP address;
- Name and version of your web browser;
- The website (URL) that you visited before calling up this website;
- Certain cookies (cf. Section 1.7.5 below)

In addition, we may, if necessary, ask you on our website to enter personal data such as your name and your e-mail address in order to be able to provide you with certain services.

There is no obligation to actually provide the data which we ask you to provide on our website. However, if you do not do so, it will not be possible for you to use all the functions of the website.

We process your data for the following purposes:

- in order to provide this website to you and in order to further improve and develop this website;
- in order to be able to create usage statistics;
- in order to display personalised page suggestions;
- in order to be able to recognise, prevent and investigate attacks against our website and
- if necessary, to provide members with a user account on our website.

1.7.2 Legal bases of the processing

We process your personal data on the basis:

- Need to comply with legal obligations to which we are subject in particular pursuant to the 1998 Economic Chambers Act (WKG), this pursuant to Art. 6 (1) (c) of the General Data Protection Regulation (GDPR) and
- Our overriding legitimate interest pursuant to Art. 6 (1) (f) of the GDPR that exists in designing our website in a user-friendly manner and protecting our website from attacks.

1.7.3 Transmission of your personal data

If this is necessary for the aforementioned purposes, we will communicate your personal data to the following recipients:

- WKO Inhouse GmbH;
- External IT service providers, including Google Analytics (cf. Section 1.7.6 below).

1.7.4 Duration of retention

We will fundamentally save your data for a duration of three months. The data are only saved for longer if this is necessary in order to examine attacks against our website that we have ascertained and in addition only until the end of relevant limitation periods, statutory retention periods or any legal disputes in which the data are required as evidence. We also save the data that we collect to provide your user account and/or the Austrian Economic Chamber (WKO) user administration as long as your account exists.

1.7.5 Cookies

So-called cookies are used on our website. A cookie is a small file that can be stored on your computer when you visit a website. As a fundamental rule, cookies are used to offer users additional functions on a website. They can, for instance, be used to make the navigation on a website easier for you, to make it possible for you to continue using a website where you left it and/or to save your preferences and settings when you visit the website again.

Cookies cannot access any other data on your computer or read or change them.

Most of the cookies on our website are so-called session cookies. They are automatically deleted when you leave our website again. Permanent cookies, however, remain on your computer until you delete them manually in your browser. We use such permanent cookies in order to recognise you again when you next visit our website.

If you wish to check cookies on your computer, you can select your browser settings so that you receive notification when a website wants to save cookies. You can also block or delete cookies if they have already been saved on your computer. If you would like to find out more about how you can do these steps please use the "Help" function in your browser. To make handling as user-friendly as possible, we also use a so-called "cookie administration tool" in places with which you can manage the setting of cookies even more easily. Please note that the blocking or deletion of cookies can impair your online experience and could prevent you from making full use of this website.

We use social media plugins to make it possible for users to be able to recommend and share the content of social networks, e.g. Facebook, Twitter, widgets of Flickr. For this, we use a two-stage procedure. Data are only transmitted to third parties when users click on one of the icons displayed in the social media bar. We do not have any influence over or access to cookies that are set by Facebook, Twitter, Flickr, etc.

We also use cookies to display personalised page suggestions. In the process, no IP numbers are saved. The following data are collected during the visit to the website: internal ID of the page called up, attributes of the page called up, categories of the page called up. These data are not communicated to anybody.

At any rate, our website uses plugins from the YouTube site operated by Google. The operator of the pages is YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA. When you visit one of our pages equipped with a YouTube plugin, a connection is established to the servers of YouTube as soon as you start to play a video. In the process, the YouTube server is notified which of our pages you have visited.

If you are logged into your YouTube account, you make it possible for YouTube to assign your surf behaviour directly to your personal profile. You can prevent this by logging out of your YouTube account. Further information on the handling of user data can be found in the data privacy statement of YouTube at: www.google.de/intl/en/policies/privacy

In order to protect input forms on our site, we use, if necessary, the service "reCAPTCHA" of the company Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA, hereinafter referred to as "Google". Through the use of this service, a differentiation can be made as to whether the corresponding input was made by a human, or misused by automated mechanical processing.

According to our knowledge, the referrer URL, the IP address, the behaviour of the website visitors, information about operating system, browser and time spent on the website, cookies, depiction instructions and scripts, the input behaviour of the user and mouse movements in the area of the "reCAPTCHA" check box are transmitted to Google.

Google uses the information acquired in this way, among others, to digitalise books and other printed products and to optimise services such as Google Street View and Google Maps (e.g. house number and street name recognition).

The IP address communicated within the framework of "reCAPTCHA" is not merged with other data of Google unless you are registered in your Google account at the time when you use the "reCAPTCHA" plugin. If you wish to prevent this communication and saving of data about you and your behaviour on our website by Google, you must log out of Google before you visit our page or use the reCAPTCHA plugin.

The usage of the "reCAPTCHA" service is done pursuant to the Google terms and conditions of use: www.google.com/intl/en/policies/privacy/

This website uses the product Google Maps from Google LLC. By using this website, you declare your consent to the recording, processing and usage of the data collected in automated form by Google LLC, its representatives and third parties.

The terms and conditions of Google Maps can be found at "Terms of Service of Google Maps" www.google.com/intl/en_uk/help/terms_maps.html.

1.7.6 Google Analytics

Our website uses functions of the web analysis service Google Analytics which is offered by Google LLC, 1600 Amphitheatre Parkway Mountain View, CA 94043, USA ("Google"). Google Analytics uses cookies to help us to analyse how you use this website.

The information generated by such a cookie regarding your usage of this website (including your IP address and the URLs of the websites called up as well as the attributes of the website) are transferred to servers of Google in the US and saved there. We do not save any of your data that are collected in connection with Google Analytics.

Our website uses the option offered by Google Analytics of IP anonymisation. Your IP address is therefore truncated/anonymised by Google as soon as Google receives your address. Google will use this information on our behalf in order to analyse your usage of the website, in order to compile reports about the website activities and to provide other services to us that are associated with the website usage and the Internet usage. The IP address communicated by your browser within the framework of Google Analytics will not be merged by Google with other data.

You can prevent the collection of your data by Google Analytics on this website via our "cookie administration tool" (link "cookie settings" at the end of the page) (an opt-out cookie is set that prevents the future recording of your data when you visit this website).

Further information on the terms and conditions of usages of Google and Google's data privacy statement can be found at www.google.com/analytics/terms/de.html or at www.google.at/intl/en/policies/

If need be, we use the remarketing or "similar target groups" function of Google. This function makes it possible for us to address you on the websites in a targeted manner with advertising by activating personalised, interest-based advertising for users of the website when you visit other websites in the Google Display network. To carry out the analysis of the usage of the websites which is the basis for the creation of the interest-based advertisements, Google uses cookies. For this purpose, Google saves a small file with a sequence of numbers in the browsers of the website users. Via this number, the visits to the website and anonymised data about the usage of the website are recorded. There is no saving of personal data of the website users. If you subsequently visit another website in the Google Display network, advertisements will be displayed to you that, with a high probability, take into account product and information areas that you have previously called up.

This function is not activated until you have agreed to the use of cookies during a visit to our site. You can manage the setting at any time via our "cookie

administration tool" (link "cookie settings" at the end of the page).

Alternatively, you can deactivate the use of cookies by calling up the deactivation page of the Network Advertising Initiative at www.networkadvertising.org/choices/ and implementing the further information listed there regarding an opt-out. Further information on Google Remarketing and the data privacy statement can be viewed at: www.google.com/privacy/ads/

1.8 Newsletter

Our newsletter records opening and click characteristics. Specifically, the following information is tracked: time of delivery, time of opening, duration of opening, IP address of the opening, e-mail program used (mail client), what link was clicked and the time of the click.

The saving and processing of these data is done solely for the purpose of being able to send the recipients customised and relevant content. These data are processed solely within the European Union and not forwarded to third parties or merged with other data. The data are saved until the newsletter is unsubscribed.

2. International transmission of data

Some of the aforementioned recipients can be located outside of Austria or process your personal data there. The data protection level in other countries may not correspond to the level in Austria. However, we only transmit your personal data to countries for which the EU Commission has decided that they have an appropriate level of data protection, or we take measures in order to ensure that all recipients have an appropriate level of data protection. For this purpose, we conclude, for instance, standard contract clauses (2010/87/EC and/or 2004/915/EC). Any agreements concluded are available on request (cf. Point 4 below).

3. Your rights in connection with personal data

According to valid law, you are entitled, among others (under the prerequisites of applicable law), (i) to check whether and what personal data we have saved about you and to receive copies of these data, (ii) to request the correction, supplementing or the deletion of your personal data that are wrong or are not processed in a legally compliant manner, (iii) to request from us the restriction of the processing of your personal data, (iv) under certain circumstances to object to the processing of your personal data or to revoke any consent previously given for the processing, whereby such a revocation does not affect the lawfulness of the processing until the revocation, (v) to request data portability, (vi) to know the identity of third parties to whom your personal data are transmitted and (vii) to file an appeal to the data protection authority.

4. Our contact details

If you should have any questions or concerns regarding the processing of your personal data, please contact us using the contact details given in [Annex 7](#).

Annex 1: Processed personal data of members, their employees and officials

Members (including former members)

- Member number
- Data regarding membership (e.g. start of membership, assignment to specialist groups)
- Name
- Form of address / Gender
- Company name and designation of the respective enterprise
- Professional title
- Nationality
- Addresses
- Telephone and fax number, e-mail address and other information required for addressing that results from modern communication techniques
- Data of the trade register and other authorisation data
- Company data, in particular data disclosed pursuant to Section 70 (3) of the Economic Chambers Act (WKG)
- Commercial register data
- Awards
- Published insolvency data
- Data regarding allocations, entry fees and special services including the basis for calculation
- Date of birth
- Home address entrepreneur (if no entry in the commercial register)
- Bank details
- Dunning data
- Data on the chamber elections (e.g. deadlines, right to vote, nomination, election proposals)
- Data from the communication with the member
- Data regarding the administration of voluntary benefit payments of the chamber organisations to the members or their relatives (e.g. income

levels, reasons for application, payment data, bank details]

- VAT ID number
- Language of correspondence
- Data that are collected in connection with events, meetings and training courses (e.g. lists of participants)
- Minutes of negotiations and meetings as well as data in connection with collective bargaining
- Data that are processed in connection with applications for funding
- Data regarding the calculation and payment of allocations
- Company ID
- GLN of the public administration
- visual recordings during events
- Austrian Economic Chamber number
- Chamber + member number
- Internal IDs for technical purposes

Official

- Name
- Form of address / Gender
- Company name and designation of the respective legal entity
- Nationality
- Address
- Telephone and fax number, e-mail address and other information required for addressing that results from modern communication techniques
- Data of the trade register and other authorisation data
- Data regarding insolvencies of the data subject as an entrepreneur in order to check whether the data subject can be appointed as a managing director
- Date of birth
- Company management data (e.g. checking requirements for carrying out management pursuant to Sections 26-28 of the Trade Code (GewO), recognition pursuant to Section 373a et seq. of the Trade Code (GewO), position in the company, date and scope of the power of representation)
- Awards
- Language of correspondence
- Data from the communication with the official
- Data that are collected in connection with events, meetings and training courses (e.g. lists of participants)
- Minutes of negotiations and meetings as well as data in connection with collective bargaining
- Company ID
- GLN of the public administration
- visual recordings during events
- Austrian Economic Chamber number
- Chamber + member number
- Internal IDs for technical purposes

Employees of members

- Name
- Form of address / Gender
- Company name of the respective enterprise
- Position and task in the member's organisation
- Telephone and fax number, e-mail address and other information required for addressing that results from modern communication techniques
- Language of correspondence
- Other data from the communication with the employee
- Company ID
- GLN of the public administration
- visual recordings during events
- Austrian Economic Chamber number
- Chamber+member number
- Internal IDs for technical purposes
- Date of birth
- Nationality
- Residential address

Annex 2: Processed personal data of officials and employees of organisations of trade and industry

Officials (including former officials) of organisations of trade and industry

- Reference number
- Data regarding membership (e.g. member number, start of membership, assignment to specialist groups)
- Name
- Form of address / Gender

- Company name and designation of the respective legal entity
- Nationality
- Addresses
- Telephone and fax number, e-mail address and other information required for addressing that results from modern communication techniques
- Data of the trade register and other authorisation data
- Company data, in particular data disclosed pursuant to Section 70 (3) of the Economic Chambers Act (WKG)
- Commercial register data
- Awards
- Social insurance data if relevant for the status as an official
- Data regarding the loss of the position pursuant to Section 53 of the Economic Chambers Act (WKG)
- Allocation data
- Date of birth
- Bank details
- Dunning data
- Data regarding the right to vote, in particular exclusion due to insolvency pursuant to Section 73 of the Economic Chambers Act (WKG)
- Data regarding contact with the official
- Position data
- Career data (as an official)
- Reimbursements of expenses
- Membership of groups of voters
- VAT ID number
- Language of correspondence
- Data regarding participation in meetings and events (e.g. lists of participants)
- Data regarding the auditing and approval of budgets and statements of account of the professional associations and of their management
- Minutes of negotiations and meetings as well as data in connection with collective bargaining
- Company ID
- GLN of the public administration
- visual recordings during events
- Austrian Economic Chamber number
- Chamber + member number
- Internal IDs for technical purposes
- Photograph

Employees of organisations of trade and industry

- Name
- Form of address / Gender
- Description of the respective organisation of trade and industry
- Position and task in the organisation of trade and industry
- Telephone and fax number, e-mail address and other information required for addressing that results from modern communication techniques
- Language of correspondence
- Other data from the communication with the employee
- Internal IDs for technical purposes
- visual recordings during events

Annex 3: Processed personal data of apprentices and persons who take master craftsman's examinations or qualification examinations

- Name
- Form of address / Gender
- Address
- Telephone and fax number, e-mail address and other information required for addressing that results from modern communication techniques
- Social insurance data (only if there is a statutory obligation to process them, e.g. for accounting purposes with a social insurance agency)
- Date and place of birth
- Nationality
- Residential address
- Data on the profession (e.g. apprentice number, master craftsman's trade)
- Contribution to costs of boarding school (for apprentices)
- Training data (e.g. apprenticeship contract data, examination data, schools completed, etc.)
- Data regarding the legal representative (e.g. name, address, contact details, etc.)
- Data about the apprenticeship company (for apprentices)
- Apprenticeship offer (for apprentices)
- Student, pupil and training allowances

Annex 4: Processed personal data of founders, interested parties and journalists

Founders and interested parties

- Reference number
- Name
- Form of address / Gender
- Employment
- Nationality
- Addresses
- Telephone and fax number, e-mail address and other information required for addressing that results from modern communication techniques
- Awards
- Date of birth
- Home address entrepreneur (if no entry in the commercial register)
- Bank details
- Dunning data
- Data from the communication with the founder or interested party
- Language of correspondence
- Data that are processed in connection with applications for funding
- Data that are collected in connection with events, meetings and training courses (e.g. lists of participants and meeting minutes)
- Internal IDs for technical purposes
- Support data (e.g. newsletter yes/no)
- Data from video recordings if the data subject is at the premises of the Austrian Economic Chamber (WKO)
- Data on participation in courses if applicable (e.g. examination data, training data)
- visual recordings during events

Journalists

- Name
- Form of address / Gender
- Telephone and fax number, e-mail address and other information required for addressing that results from modern communication techniques
- Affiliation to medium
- Correspondence and other communication data (e.g. invitations, acceptances/declinations of participation)
- Language of correspondence
- Notes regarding participation in events and press conferences
- Data published by journalists
- Internal IDs for technical purposes
- Data from video recordings if the data subject is at the premises of the Austrian Economic Chamber (WKO)
- visual recordings during events

Annex 5: Processed personal data of service providers and recipients, their employees and officials

Service providers and recipients

- Reference number
- Name or designation
- Form of address / Gender
- Membership of the Economic Chamber
- Member number (if member of the Economic Chamber)
- Address
- Telephone and fax number, e-mail address and other information required for addressing that results from modern communication techniques (e.g. e-mail address)
- Date of birth
- Commercial register data
- Data regarding credit rating
- Blocking indicators (e.g. contact block, invoice block, booking block, payment block)
- Allocation to a certain category of service recipient or provider (including regional allocation, etc.)
- Codes for purposes of official statistics such as VAT ID number and Intrastat code
- Subject of the delivery or performance
- Qualifications of service providers (e.g. pedagogical experience of trainers who hold courses)
- References / other clients
- Bonus and commission data etc.
- Contact person at the service recipient or provider for the handling of the delivery or performance
- Third parties collaborating in the provision of the service, including information about the type of collaboration
- Terms and conditions of delivery and performance
- Data regarding the insurance of the delivery or performance and regarding its financing
- Data regarding the tax obligation and tax calculation
- Terms and conditions of financing and payment
- Bank details
- Credit card numbers and companies
- Data about credit management (e.g. credit limit, bill of exchange limit)

- Data about the payment behaviour of the data subject
- Dunning data / legal action data
- Account and document data
- visual recordings during events
- Service-specific costs and income
- Special general ledger transactions (e.g. individual value adjustment, bill receivable, down payment, bank guarantee)
- Performance recording data required for billing to service recipients
- Languages of correspondence, other agreements and keys for the exchange of data
- Other data from the communication with the service recipient or provider

Employees and officials

- Reference number
- Name
- Form of address / Gender
- Respective service recipient or provider
- Position of the data subject at the service recipient or provider
- Telephone and fax number, e-mail address and other information required for addressing that results from modern communication techniques (e.g. e-mail address)
- Language of correspondence
- Scope of the power of representation
- visual recordings during events
- Business transactions processed by the employee/official
- Other data from the communication with the employee/official

Annex 6: Processed personal data of political decision makers and stakeholders

- Reference number
- Name
- Form of address / Gender
- Telephone and fax number, e-mail address and other information required for addressing that results from modern communication techniques
- Position held
- Political view/party
- Organisational affiliation
- Participation in events
- Meeting minutes
- Other data from the communication with the data subject
- Information on collaboration in political decisions and political processes
- Information on collaboration in the generation of standards under labour law for the collective shaping of law
- visual recordings during events
- Data published by the data subject himself/herself (e.g. interviews)
- Internal IDs for technical purposes

Annex 7: List of the organisations of trade and industry

To the contact list incl. the data protection officer responsible in each case

Stand: 30.03.2021