

**Information regarding the processing of personal data
according to the Austrian Data Protection Act DSG 2000
(Datenschutzgesetz DSG 2000)**

We would like to inform you that the Austrian Data Protection Act (DSG 2000) and the Recommendation 2/2001 of the European Data Protection Supervisor are taking care of the protection of individuals regarding the processing of their personal data. Your personal data are being collected and processed correctly, in a transparent way and conformable to law, by ourselves or by third parties. Hence, we respect your privacy as well as your rights.

According to the Austrian Data Protection Act (DSG 2000) and the Recommendation 2/2001 of the European Data Protection Supervisor, we inform you as follows:

Aims of data processing:

During normal operation, personal data are being processed for the following purposes:

- A) Purposes that are as a matter of fact closely connected to the relationship that the Association is establishing with you in the course of its activities. In particular, data processing is necessary to meet the engagements resulting from agreements made between you and the Association, for example:
 - I. the contract that rules the registration in the Association;
 - II. to satisfy requests that you may make either before or after conclusion of the contract;
- B) Aims that are closely connected with the compliance of laws and of prescriptions and of provisions of the European Union;
- C) Aims concerning and serving the activities of the data controller (providing that you approve); activities listed below are part of this group of activities:
 - I. sending (via letter, email, text messages or phone) of offers and advertisements regarding courses, conventions and other services or products that are connected to the aims of the data controller;
 - II. third parties sending (via letter, email, text messages or phone) offers and advertisements regarding courses, conventions and other services or products that are connected to the aims of the data controller.

Method of data processing

Personal data are being processed on paper, and with magnetic, digital and telematics means, with methods that correspond exactly to the above mentioned aims. Your data are being processed during the whole period of validity of the contract, in any case though for the time that is necessary to fulfill the aims of their collection or to fulfill legal requirements. Specific safety precautions are put in action in order to avoid loss of data, illegal or improper use of data or access without permission.

Mandatory and optional supply of data and consequence of non-supply

Regarding the above mentioned aims, we inform you:

- The supply of your data for the purposes described in point A) is optional. Denial could prohibit the beginning or the progress of a contractual relationship. In case data are not supplied, the data controller shall analyze each single case, and this will lead to specific decisions on the basis of the importance of the denied data.

- The supply of your data for the purposes described in point B) is mandatory; denial of supply prohibits the beginning or the progress of a contractual relationship.
- The supply of your data for the purposes described in point C) I. is optional; denial of supply does not prohibit the beginning or the progress of a contractual relationship.
- The supply of your data for the purposes described in point C) II. is optional; denial of supply does not prohibit the beginning or the progress of a contractual relationship.

Legal entities or categories of legal entities to which personal data can be forwarded

Personal data (except those of the above points A. and B.) that you submit to the data controller while asking for admittance or during or after your registration can be forwarded to and processed by legal entities like freelancers or counsellors, banks, credit protection companies, insurance companies, post offices, forwarders and express couriers. The data controller uses the services of these legal entities in the course of its normal activities, unless laws, prescriptions and provisions of the European Union require forwarding to third parties.

Legal entities or categories of legal entities as receivers of personal data

Personal data can be processed by collaborators of the Association or by external personnel, by managers, by members of the Association or by freelancers that have previously been appointed as Responsible for Data Protection or as Service Providers for Data Processing who have been authorized for processing of data. The list of these Service Providers is constantly being updated. The Service Providers are constantly being instructed about legal provisions regarding data protection.

Dissemination of personal data

Your personal data are not being disseminated, unless required by law.

Data Controller and Responsible for Data Processing

The Data Controller is commonly represented by the President and the Secretary of the Association whose main office is in A-1080 Wien, Josefstädterstrasse 60, email address privacy@vita-ativ.org

The President and the Secretary of the Association are commonly responsible for data protection. An updated list of persons responsible is available upon specific request (by email to privacy@vita-ativ.org) in the main office of the Association.

Rights of persons concerned

Laws on protection of personal data are granting you the following rights:

1. Persons concerned have the right to know if their personal data have been collected (even if not yet stored). They also have the right to have them forwarded in an understandable way.
2. Persons concerned have the right to be informed about a) the origin of personal data, b) the purpose and the method of data processing, c) in case of automatic data processing, the method that is being used, d) the personal data of the Data Controller and of the Responsible for Data Processing, e) legal entities or categories of legal entities that personal data can be forwarded to or that could come to know about them;
3. Persons concerned have the right to have their personal data a) updated, adjusted or completed (if the persons should wish so), b) cancelled, converted into an anonymous form, blocked (if processed illegally or if the processing of these data is not necessary for the purpose they have been collected for). Persons concerned also have the right c) of a confirmation that those to whom personal data have been forwarded are informed about the activities mentioned under points a. and b. (unless this information is impossible or objectively too difficult compared to the person's right);
4. Persons concerned have the right to oppose to full or partial processing of their personal data a) with good cause – even if data are being processed in line with the purpose of their collection, b) if data processing is being done for advertisement, direct sales or market research.

Above rights may be invoked according to the Austrian Data Protection Act (DSG2000) and by addressing oneself to the Data Controller at the above mentioned address.

Amendment and updating of this document

The Association is entitled to change or update the above information while informing members of the Association in due time, thus providing the possibility of understanding which amendments and/or updates have been made.

For the association „V.I.T.A-A.T.I.V“

the President

the Secretary

Agreement on the processing of personal data

Having read the privacy policy, the undersigned declares:

That I consent to having my personal data processed for the aims described under A) of the above Privacy Policy (a denial could prevent the conclusion or the continuation of a contractual relationship)

Yes No

That I consent to having my personal data processed for the aims described under B) of the above Privacy Policy (a denial will prevent the conclusion or the continuation of a contractual relationship)

Yes No

That I consent to having my personal data processed for the aims described under C.I.) of the above Privacy Policy (a denial will not prevent the conclusion or the continuation of a contractual relationship)

Yes No

That I consent to having my personal data processed for the aims described under C.II.) of the above Privacy Policy (a denial will not prevent the conclusion or the continuation of a contractual relationship)

Yes No

Signature _____

Place _____

Date _____ / _____ / _____