

Information on the processing of personal data

The protection of your personal data is important to us. By us we mean the responsible party cited under point 1.

The text below contains information about how we deal with the personal data about you that we process in connection with our commercial relationship with you (hereinafter referred to simply as "data"), where personal data means any information that identifies or could identify an individual.

1. Principal/responsible party

The principal and, as of 25 May 2018, the party responsible for the processing of the data is BAUR GmbH based at Raiffeisenstraße 8, 6832 Sulz, Austria, registered at the Regional Court of Feldkirch under FN 77324m, T 0043 (0)5522 4941-0, F 0043 (0)5522 4941-3, E headoffice@baur.at.

2. Categories of processed data:

The categories of data we process will depend upon the commercial relationship we have with you.

2.1 Prospective customers

If you are interested in purchasing our products, we will process the following data about you:

- Name
- Business address
- Telephone/mobile number
- Email address or other information necessary for correspondence by modern communication tools
- Data on our contact in your company
 - Salutation, title, name,
 - Additional data for correspondence with you
 - Job title at your company
 - Processed interest group, business cases

2.2 Customers

If you purchase one of our products, we will process the following data on you:

- Name
- Home address
- Private telephone/mobile number
- Email address or other information necessary for correspondence by modern communication tools
- Bank details
- Finance and payment terms
- Data on creditworthiness
- Purchase price
- Account/receipt data
- Credit card data
- Bank guarantees, bonds
- Data on insurance and/or customs duties
- Data on tax liability and tax calculation
- Data on credit management
- Data on performance
- Various blocking data:
 - Contact block
 - Invoice block
 - Delivery block
 - Posting block
 - Payment block
- Reminder/complaints data
- Data on our contact in your company
 - Salutation, name, sex
 - Additional data for correspondence with you
 - Job title at your company
 - Scope of power of representation
 - Processed business cases
 - All keys for data exchange
 - Image data from participation in events (e.g. training events, seminars and corporate parties)
 - Image data from identified video surveillance

2.3 Suppliers / subcontractors

If you are our supplier or subcontractor, we will process the following data on you:

- Supplier number
- Company
- Business address
- Telephone number
- Email address or other information necessary for correspondence by modern communication tools
- Fax number
- UID number
- Object of product or service
- Terms of delivery and service, e.g. delivery location, delivery deadline
- Commercial register data
- Data on creditworthiness
- Bank details
- Account/receipt data
- Bonus and commission data, etc.
- Finance and payment terms, including advance payments
- Bank guarantees, bonds
- Data on insurance and/or customs duties
- Data on tax liability and tax calculation
- Data on credit management
- Data on performance
- Various blocking data:
 - Contact block
 - Invoice block
 - Delivery block
 - Posting block
 - Payment block
- Data on our contact in your company
 - Salutation, name, sex
 - Additional data for correspondence with you
 - Job title at your company
 - Scope of power of representation
 - Processed business cases
 - All keys for data exchange
 - Image data from participation in events (e.g. training events, seminars and corporate parties)

3. Processing purpose and legal basis of data processing

The purposes for which we process data and the legal basis underlying this processing will differ depending upon the commercial relationship we have with you.

3.1 Prospective customers

The processing purpose is the processing and transmission of data for the initiation of a business relationship based upon your interest in our products, including the relevant automatically created and archived text documents (e.g. correspondence).

The legality of the data processing is based upon the necessity of performing precontractual measures at your request or – for data relating to a contact in your company – upon our overriding legitimate interest in handling your enquiries and entering into a business relationship with you.

3.2 Customers

The purpose of processing is to process and transmit data relating to our business relationship with you, including the relevant automatically created and archived text documents (e.g. correspondence).

In the case of image data relating to participation in events, the purpose of processing is to document the event on our homepage and in our communications (e.g. newsletter) or to use these images for advertising purposes (e.g. our product brochure).

The legality of the data processing is based upon the necessity of fulfilling the contract concluded with you or – for data relating to a contact in your company – upon our overriding legitimate interest in maintaining our business relationship with you and handling your orders and the contracts with you.

In the case of image data relating to participation in events, the legal basis lies in your consent, which you can revoke at any time. Such revocation does not affect the legality of the processing that took place up to the time of revocation.

3.3 Subcontractors / suppliers

The purpose of processing is to process and transmit data relating to our business relationship with you, including the relevant automatically created and archived text documents (e.g. correspondence).

In the case of image data relating to participation in events, the purpose of processing is to document the event on our homepage and in our communications (e.g. newsletter) or to use these images for advertising purposes (e.g. our product brochure).

The legality of the data processing is based upon the necessity of fulfilling the contract concluded with you or – for data relating to a contact in your company – upon our overriding legitimate interest in maintaining our business relationship with you and handling your deliveries and the contracts with you.

4. Recipient of the data

The recipients to whom the data is passed on will depend upon the commercial relationship we have with you:

4.1 Prospective customers

We do not pass this data on to anyone.

4.2 Customers

If you purchase one of our products we will pass data on to the following recipients:

- our tax advisor and our auditor, if this is necessary for them to carry out their duties
- the subcontractors/suppliers helping us to provide our service, if this is necessary for them to carry out their respective duties
- administrative and financial authorities
- our legal representatives in matters relating to reminders and debt collection, if this is necessary for them to carry out their duties
- courts
- our IT service providers

4.3 Subcontractors / suppliers

If you are our supplier or subcontractor we will pass on the processed information to the following recipients:

- banks for the processing of payments
- our tax advisor and our auditor, if this is necessary for them to carry out their duties
- our customers, as recipients of your services
- administrative and financial authorities
- our legal representatives in matters relating to reminders and debt collection, if this is necessary for them to carry out their duties
- courts
- our IT service providers

5. Your rights as affected parties

Under the data protection regulations you have the following rights: the right to be informed, the right to correction, the right to erasure, the right to restrict processing, the right object and the right to data portability. These rights can be exercised by a letter, a fax or an email to the responsible person at the contact details cited in point 1.

You have the right to complain to a supervisory authority in the EU or to the Austrian data protection authorities in Vienna if you believe that an infringement of data protection law has taken place.

6. Retention of data (storage period)

The length of time for which data is retained will depend upon the commercial relationship we have with you:

6.1 Prospective customers

We will retain this data for a month after you notify us that you are no longer interested, and then delete it unless you have consented to longer retention. In this case, the period for which the data is retained will depend upon your consent. If you revoke your consent, the data will be deleted.

6.2 Customers

Unless you have agreed to longer retention (in which case the data will be retained until receipt of your revocation), this data will be retained until the end of the business relationship or until the expiry of the warranty, compensation, limitation and statutory retention periods that apply to us; it will also be retained until all legal disputes in which the data is required as evidence have ended.

6.3 Subcontractors / suppliers

The data will be retained until the end of the business relationship or until the expiry of the warranty, compensation, limitation and statutory retention periods that apply to us; it will also be retained until all legal disputes in which the data is required as evidence have ended.