# **Data Protection Statement**

Data protection is a matter of trust and your trust is important to us. To ensure you feel safe when visiting our website, we strictly observe the legal provisions when processing your personal data and would like to inform you here about our data collection and data use. The following data protection declaration explains about the data that is collected from you on our web pages and which data we process and use in which ways, as well as giving you details of who you can contact with any concerns.

The website is operated by Collini Dienstleistungs GmbH, 6845 Hohenems, Schweizerstraße 59. This data protection statement describes how we, as a company with a data protection obligation, process your personal data in connection with this website.

# 1. What personal data do we process?

During your visit to this website, we will collect the following information:

The date and time you access a page on our website, your IP address, the name and version of your web browser, the website (URL) you visited prior to accessing this website, certain cookies (see point 2) and the information you provide yourself by filling out the contact request form, subscribing to our newsletter or completing the application form.

There is no obligation to actually provide the information we ask you to submit 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.

The processing of your data within the application process is based on this data protection statement.

# 2. Cookies

This website uses so-called cookies. A cookie is a small file that can be stored on your computer when you visit a website. In principle, cookies are used to offer users additional functions on a website. For example, they may be used to help you navigate a website, to allow you to continue using a website where you left it and/or to save your preferences and settings when you return to the website. Cookies cannot access, read or modify any other data on your computer.

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

If you want to control the cookies on your computer, you can select your browser settings so that you receive a notification when a website wants to store cookies. You can also block or delete cookies if they have already been stored on your computer. If you would like to know more about how this can be done, please use the "Help" function in your browser.

Please note that blocking or deleting cookies may affect your online experience and prevent you from using this website in full.

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# 3. Purpose of data processing

We will process your personal data for the following purposes:

- a. to make this website available to you and to further improve and develop this website
- b. to be able to generate usage statistics
- c. to detect, prevent and investigate attacks on our website
- d. to respond to your requests
- e. to process your applications
- f. to send you our newsletter

# 4. Legal basis for the processing

The legal basis for processing your personal data

- in accordance with point 3 b-c above is our overriding legitimate interest, which is to achieve the purpose stated under point 3 a above
- in accordance with point 3 e is a necessity for the implementation of pre-contractual measures undertaken at your request (application)
- in accordance with point 3 f is your consent. You can revoke this consent at any time without affecting the legality of the processing that has taken place on the basis of the consent given until revocation.

# 5. Transmission of your personal data

The personal data collected by our website will be passed on to our affiliated companies (see <a href="http://www.collini.eu/de/impressum">http://www.collini.eu/de/impressum</a>), if this is necessary for the purpose of data processing.

#### 6. Duration of storage

We will store the data processed under point 3 for a period of three months. Storage for longer periods will only takes place if this is necessary to investigate attacks detected on our website.

If you register for the newsletter, we will store your data until we receive your revocation and, moreover, for as long as is required by law.

#### 7. Your rights in connection with personal data

In accordance with the applicable data protection law, you have the right to information, correction, deletion, restriction of processing, objection and portability of data.

You have the right to complain to a supervisory authority in the EU or to the Austrian Data Protection Authority in Vienna if you believe that there has been a violation of European or Austrian data protection law.

#### 8. Google Analytics

This website uses Google Analytics, a web-analysis service from Google Inc., 1600 Amphitheatre Parkway Mountain View, CA 94043, USA ("Google"). Google Analytics uses so-called cookies, text files that are stored on your computer and that enable an analysis of your usage of the website. We process your data on the basis of our overriding legitimate interest of creating easy-to-use website access statistics in a cost-effective manner.

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The information generated by cookies about your use of this website (including your IP address and the URLs of the websites accessed) is transmitted to and stored by Google on servers in the United States. We do not store any of your data that is collected in connection with Google Analytics.

You may refuse the use of cookies by selecting the appropriate settings in your browser. However, we would like to point out that, in this case, you may not be able to use the full functionality of this website. You can also prevent Google from collecting your data in connection with Google Analytics by downloading and installing the browser plug-in available under the following link: http://tools.google.com/dlpage/gaoptout?hl=de.

For more information on Google's Terms of Use and Google's Privacy Policy, please visit <u>http://www.google.com/analytics/terms/de.html</u> or <u>https://www.google.at/intl/at/policies/</u>.

# 9. Use of social media plugins

On our site, we use social media plugins such as

- Facebook
- o Twitter
- o Instagram
- o LinkedIn
- o Xing
- YouTube
- o GooglePlus

These plugins are disabled. You activate such a plugin by clicking on it. This first transmits your IP address, the URL of our website and cookies to the corresponding social media service. If you actually want to use the plugin and its functionalities, you have to click it a second time. The purpose and scope of data collection and the further processing and use of the data by the social media service are beyond our knowledge and depend on the functionalities of the plugin and the data protection regulations of the social media service.

#### 10. Our contact details

Should you have any questions or concerns regarding the processing of your personal data, please contact us at:

Collini Dienstleistungs GmbH, 6845 Hohenems, Schweizerstraße 58 T +43 5576 71440; E privacy@collini.eu