

# 1. PRIVACY STATEMENT FOR CLIENTS

## 1.1. Introduction

This statement describes how Steuer & Service Steuerberatungs GmbH, Wipplingerstrasse 24 in 1010 Vienna ("we") processes your personal data. The declaration is addressed to our existing and former clients, prospects and potential future clients, as well as their respective shareholders, governing bodies and other employees.

## 1.2. Purposes of data processing

We will proceed your personal data for the following purposes:

- ✓ for the establishment, administration and execution of the business relationship
- ✓ to strengthen the existing client relationship, to establish a new client relationship or to approach prospective clients, including information on current legal developments and our range of services (marketing)
- ✓ in the case of an already commissioned service for the internal organization and damage management of the firm

and as far as commissioned by the client:

- ✓ to proceed the payroll service for clients (including monthly payroll, monthly and annual reports to authorities, etc.);
- ✓ to proceed the financial and business accounting for clients;
- ✓ for advice and representation activities in the field of tax law and economic affairs;
- ✓ for advice and representation in social security contributions, insurance and performance matters,
- ✓ to represent at administrative courts and administrative authorities, in contribution matters at legally recognized churches and religious communities and all other official institutions, and
- ✓ for other advice and for the assumption of fiduciary duties and for the administration of assets in the scope of authorization of § 2 WTBG 2017,
- ✓ as well as for each assigned task according to § 2 WTBG 2017

As far as we collect your personal data directly from you, the provision of your data is always voluntary. However, we cannot or not completely fulfil our contract if you do not provide your personal information.

### **1.3. Legal basis for data processing**

If you are a prospective or potential future client, we will only use your contact details for direct advertising by electronic mail or telephone with your consent in accordance with Art. 6 para. 1 lit. a of the General Data Protection Regulation ("GDPR").

If you are our client, it is necessary to process your personal data to fulfill the contract (Article 6 (1) (b) GDPR).

In addition, we process your personal data based on our predominant legitimated interest to achieve the purposes mentioned under point 1 (Article 6 (1) f GDPR) and on the legal basis of the WTBG 2017 (Article 9 (2) gG GDPR).

### **1.4. Transmission of your personal data**

If it is necessary for the purposes stated under point 1, we will forward your personal data to the following recipients:

- ✓ IT service providers used by us as well as other service providers in connection with marketing activities,
- ✓ administrative authorities, courts and public law corporations,
- ✓ public accountants for auditing purposes,
- ✓ insurances on the occasion of the conclusion of an insurance contract regarding the performance or the occurrence of the insured event (eg liability insurance),
- ✓ clients, as far as data of the partners, organs and other employees of the respective client are concerned,
- ✓ cooperation partners and legal representatives,
- ✓ other recipients determined by the client (e.g. group companies of the client),
- ✓ additionally in the case of personal data of employees of our clients in the field of payroll accounting:
  - the creditor of the employee as well as other parties that may be involved in any prosecution, including voluntary salary assignments for due claims,
  - Bodies of the operational and legal interest representation,
  - insurance companies within existing group or individual insurance as well as employee benefit funds (MVK),
  - Banks paying the employee or third parties,
  - company doctors and pension funds,
  - Co-insured persons and

- ✓ additionally in the area of financial and business accounting for clients:
  - collection company for debt collection,
  - banks on behalf of the client,
  - Factoring companies, assignees and leasing companies.

Some of the recipients above may be outside of Austria or process your personal information outside of Austria. The level of data protection in other countries may not be the same as the Austrian's. We therefore take steps to ensure that all recipients provide an adequate level of data protection. For example, we conclude standard contractual clauses (2010/87 / EC and/or 2004/915 / EC). These are available on request (see point 1.7 Contact details page 4).

## **1.5. Storage Period**

In principle, we store your personal data until the termination of the business relationship in the course of which we have collected your data or until expiry of the applicable statutory limitation and retention periods. Beyond that, until the termination of any legal disputes in which the data is required as evidence. If you are a client, former client, prospective customer or potential future client or contact person at one of the aforementioned, we store your personal data for marketing until your objection or revocation of your consent, if the marketing measure is based on your consent.

## **1.6. Your rights relating to personal data**

You are entitled (among other things) (i) to verify whether and which personal information we process about you and obtain copies of such data, (ii) to request the correction, addition, or deletion of your personal data, if such information is false or is not in accordance with the law (iii) to require to restrict the processing of your personal data, (iv) in certain circumstances, to oppose the processing of your personal data or to revoke the prior consent for processing, without affecting the legitimacy of the prior processing of your personal data (v) to request data portability, as far as you are our client (vi) to know the identity of third parties to whom your personal data is transmitted and (vii) to lodge a complaint with the data protection authority.

## 1.7. Contact details

Should you have any questions or requests for clarification, please contact us:

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