

Data Privacy Statement / Agreement

This statement describes how the tax consulting firm Auditreu Steuerberatungsgesellschaft m.b.H, 1010 Vienna, Gonzagagasse 17 (hereinafter referred to as "we") processes your personal data. This statement is addressed to our clients, interested parties and potential future clients as well as to their respective shareholders, corporate bodies and other employees.

Auditreu Steuerberatungsgesellschaft m.b.H. has implemented the appropriate technical and organisational measures to ensure that any unauthorised access to (as well as any unlawful processing of) the provided personal data is prevented. Aforesaid technical and organisational measures include, in particular, an access authorisation concept, a data backup concept, as well as physical and digital protective measures regarding our IT infrastructure.

1. Purposes of Data Processing

Your personal data is processed for the following purposes:

- for establishing, administering and handling the business relationship;
- for strengthening the existing customer relationship or establishing new customer relationships as well as for approaching new interested parties including the provision of information on current legal developments and our range of services (marketing);
- if the client already uses our services, for purposes of internal organisation and for the firm's claims management

and insofar as requested:

- for performing payroll for clients (including monthly payroll accounting, monthly and annual reporting to public authorities etc.);
- for performing financial and administrative accounting for clients;
- for performing consulting and representative activities in the field of tax law and in economic matters;
- for providing consulting and representation in social security issues related to contributions, insurance and benefits;
- for providing representation before administrative courts and administrative authorities as well as recognised churches and religious communities in issues related to contributions and before all other official institutions and
- for providing consulting in any other matters as well as for taking over tasks in trusteeship issues and for managing assets within the legitimate scope of § 2 Act on Professions in the Field of Public Accounting (WTBG 2017);
- as well as for fulfilling any other assigned task in accordance with § 2 Act on Professions in the Field of Public Accounting (WTBG 2017);
- for consulting and assisting in matters related to accounting including balance sheet accounting and to the closure of the company's accounts;
- for rendering all consulting services and activities related to cost accounting;
- for consulting regarding the setup and organisation of an internal control system

If we collect your personal data from you directly, the data provision generally takes place on a voluntary basis. However, we are unable to fulfil (or to completely fulfil) our order, if you do not make your personal data available to us.

2. Legal Bases of Data Processing

We process your personal data due to the fact that this information is required in order to fulfil the contract we have concluded with you (Art. 6 para. 1 lit. b GDPR) and for purposes of meeting various statutory requirements.

Apart from that, we process your personal data based on our overriding legitimate interest to achieve the purposes referred to in item 1 (Art. 6 para. 1 lit. f GDPR) and on the legal basis of the Act on Professions in the Field of Public Accounting (WTBG 2017 / Art. 9 para. 2 lit. g GDPR).

3. Transmission of Your Personal Data

Insofar as absolutely required for the purposes mentioned in item 1, your personal data is transmitted to the following recipients:

- IT service providers employed by us as well as other service providers in connection with marketing activities,
 - administrative authorities, courts and public bodies,
 - chartered public accountants for auditing purposes,
 - insurances at the time of the conclusion of an insurance contract regarding the benefit or in the occurrence of the insured event (e.g. personal liability insurance)
 - clients provided that the data includes information on the respective client's shareholders, corporate bodies and other employees
 - cooperation partners and legal representatives employed by us,
 - other recipients specified by the client (e.g. the client's group companies)
 - in addition, when it comes to personal data of our clients' employees in payroll accounting:
 - the respective employee's creditors as well as other parties involved in a possible related prosecution, also in the event of voluntary salary assignment for due claims,
 - corporate bodies of legal and workforce representation,
 - insurance companies within the scope of an existing individual or group insurance as well as employee provision funds,
 - banks rendering payment to the employee or third parties,
 - company physicians and pension funds,
 - additional insured individuals and,
- in addition, in the field of financial and administrative accounting for clients:
- collection agencies for purposes of debt collection,
 - banks operating for the client,
 - factoring companies, assignees and leasing companies.

Some of the aforementioned recipients may be located outside Austria or may process their personal data outside Austria. The standard of data protection in other countries may not be at Austria's level. Consequently, we take measures to ensure that all recipients provide an appropriate data protection level. For this purpose, we conclude standard contractual clauses (2010/87/EC and/or 2004/915/EC). These documents are available upon request (see item 6).

4. Duration of Data Storage

We basically store your personal data until the termination of the business relationship, within the scope of which we have collected your data, or until the expiration of the applicable statutory period of limitation or legal retention period. Beyond that, we store your data until the termination of possible legal disputes, for which the data is required as legal evidence. If you are a client, former client, interested party, potential future client or a contact person of one the aforementioned parties, we store your personal data for marketing purposes unless you object thereto, or you revoke your prior consent thereto provided the marketing measure is based on your consent.

5. Your Legal Rights in Connection with Personal Data

Among other matters, you are entitled (i) to check if and which of your personal data we process and to receive copies of the respective data, (ii) to request the rectification, supplementation or deletion of your personal data provided that it is incorrect or unlawfully processed, (iii) to request from us to restrict the processing of your personal data, (iv) to object to the processing of your personal data under certain circumstances or to revoke your previously given consent to process your personal data; in this case, the legality of the data processed prior to the revocation remains unaffected by the revocation, (v) to request data portability provided that 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 before the data protection authority.

In the event of a personal data breach, the contracting party, who has caused or is liable for this data privacy incident, shall take the decision about a possible notification to the concerned party and/or to the data protection authority.

Both the client as well as Auditreu Steuerberatungsgesellschaft m.b.H. are responsible for the deletion of personal data within their own scope.

6. Our Contact Data

If you have any further questions regarding data protection, please do not hesitate to contact our voluntarily appointed data protection officer, Mr. Ronald Foral at ronald.foral@auditreu.at or our managing director Martin Holnthoner, MBA, at martin.holnthoner@auditreu.at.

Place, date: _____

Vienna, May 2019

For the client


AUDITREU
Steuerberatungsgesellschaft m.b.H.

Signature

Martin Holnthoner, MBA

Name, position in capital letters