

Privacy Policy for Events, which are conducted by Burghauptmannschaft Österreich

We collect and process your personal information that belongs to the following **categories of data**:

- Name/company name,
- Profession/occupation,
- Commercial Register No./Association Register No.,
- Contact person (form of address, title, certificates),
- Business address and other addresses of the participant,
- Contact data (telephone numbers, e-mail addresses etc.),
- Bank details,
- Registration details,
- VAT identification number.

By voluntarily providing personal information about you, you have given us your **consent** to the use and processing of this information:

- for advertising and promoting our events, e.g. by sending you information e-mails and (electronic) newsletters as well as reminders or references with regard to existing or former business relationships (reference particulars),
- for registration management for our events,
- for invoicing of participation fees for our events,
- for feedback inquiries concerning our events,
- for disseminating any documents or materials related to our events.

You have the right to withdraw your consent at any time with future effect. In the event of revocation, we will not process your personal data from that moment onwards.

If you want to exercise your right of revocation, please contact: Karin Novotny / Organisation Team (coordination@increas.eu).

We collect personal information from you in order to **fulfill our contractual obligations** or to carry out pre-contractual duties. Without this information, we cannot conclude any contract or agreement with you.

In accordance with statutory requirements we **store** and **delete** your personal information as follows:

- If you participate in one of our events, we may store your information up to 10 years after the day of the event. Subsequently, it will be deleted.
- Information requests (via our website or e-mail) will be deleted directly after answering them.

We use **third party data processors** to process your personal information.

In principle, we do not disclose your data to third parties without your consent, neither free of charge nor against payment. However, we might share your personal information where required by law or as a result of contractual obligations as well as when this is deemed to be in our mutual interest as stated above.

We may pass on your data to the following (categories of) **recipients**:

- Data processors (data processing, invoicing, check of receipt of payment),
- Accounting agencies (for payment processing),

- IT service providers (for storing all documents and process information about participants on external servers which are not situated in Austria),
- Banks (for storing client information as a result of payment management at the bank keeping the account),
- Court of Auditors (in case of audits),
- Public authorities, banks and courts (we will disclose data to regulatory bodies, courts bank and public authorities in accordance to effective laws, regulations, or court procedures if such disclosure is deemed acceptable and necessary in order to protect our and third party interests, rights and property).

Your personal information will be exclusively processed **within countries of the EU or EEA** (contract venue).

You may reach us at: *Karin Novotny / Organisation Team (coordination@increas.eu)*

You may also contact our data protection officer at: Roland Lehner (lehner.roland@burghauptmannschaft.at)

Remedies

You have the right to demand access to your personal information, have inaccurate personal information corrected, request us to delete your personal information, restrict our use of your personal information, demand a copy of your personal information stored, or withdraw your consent. If you think that our use of your personal information may violate applicable data protection laws or that your data protection rights have been infringed in any other way, you are entitled to lodge a complaint at the competent Austrian supervisory body being the [data protection authority](#).