

Data protection introduction

With the following data protection declaration we would like to explain to you which types of your personal data (hereinafter also referred to as "data") we process, for what purposes and to what extent the provision of our services and, in particular, on our websites, within external online presences, such as our social media profiles (hereinafter collectively referred to as "online offer").

The terms used are not gender specific.

As of August 17, 2021

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Responsible person

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Overview of the processing

The following overview summarizes the types of data processed and the purposes of their processing and refers to the data subjects.

Types of data processed

- Inventory data (e.g. names, addresses).
- Content data (e.g. entries in online forms).
- Contact details (e.g. e-mail, telephone numbers).
- Meta / communication data (e.g. device information, IP addresses).
- Usage data (e.g. websites visited, interest in content, access times).

Categories of data subjects

- Communication partner.
- Users (e.g. website visitors, users of online services).

Purposes of processing

- Provision of our online offer and user-friendliness.
- Direct marketing (e.g. by email or post).
- Contact requests and communication.

Relevant legal bases

Below you will find an overview of the legal bases of the GDPR, on the basis of which we process personal data. Please note that in addition to the provisions of the GDPR, national data protection requirements may apply in your or our country

of residence or domicile. Furthermore, if more specific legal bases are relevant in individual cases, we will inform you of this in the data protection declaration.

- **Consent (Art. 6 Para. 1 S. 1 lit. a. GDPR)** - The person concerned has given their consent to the processing of the personal data concerning them for a specific purpose or for several specific purposes.
- Fulfillment of **contracts and pre-contractual inquiries (Art. 6 (1) sentence 1 lit.** respectively.
- **Legitimate interests (Art. 6 Para. 1 S. 1 lit. f. GDPR)** - Processing is necessary to safeguard the legitimate interests of the person responsible or a third party, unless the interests or fundamental rights and freedoms of the data subject, which protect personal data Data require, predominate.

National data protection regulations in Austria : In addition to the data protection regulations of the General Data Protection Regulation, national data protection regulations apply in Austria. This includes in particular the Federal Act on the Protection of Natural Persons in the Processing of Personal Data (Data Protection Act - DSG). The Data Protection Act contains in particular special regulations on the right to information, the right to correction or deletion, the processing of special categories of personal data, processing for other purposes and transmission as well as automated decision-making in individual cases.

Safety measures

We take appropriate technical and organizational measures in accordance with the legal requirements, taking into account the state of the art, the implementation costs and the type, scope, circumstances and purposes of processing as well as the different probabilities of occurrence and the extent of the threat to the rights and freedoms of natural persons to ensure a level of protection appropriate to the risk.

The measures include, in particular, securing the confidentiality, integrity and availability of data by controlling physical and electronic access to the data as well as the access, input, transfer, securing of availability and their separation.

Furthermore, we have set up procedures that ensure the exercise of data subject rights, the deletion of data and reactions to the threat to the data. Furthermore, we consider the protection of personal data already in the development or selection of hardware, software and procedures in accordance with the principle of data protection, through technology design and data protectionfriendly default settings.

SSL encryption (https) : We use SSL encryption to protect your data transmitted via our online offer. You can recognize such encrypted connections by the prefix https: // in the address line of your browser.

Transmission of personal data

As part of our processing of personal data, it may happen that the data is transmitted to other bodies, companies, legally independent organizational units or persons or they are disclosed to them. The recipients of this data can include, for example, service providers commissioned with IT tasks or providers of services and content that are integrated into a website. In such a case, we observe the legal requirements and, in particular, conclude corresponding contracts or agreements that serve to protect your data with the recipients of your data.

Data transfer within the organization : We can transfer personal data to other locations within our organization or grant them access to this data. If this transfer takes place for administrative purposes, the transfer of the data is based on our legitimate entrepreneurial and economic interests or takes place if it is necessary to fulfill our contractual obligations or if the consent of the person concerned or a legal permission is available.

Data processing in third countries

Insofar as we process data in a third country (i.e. outside the European Union (EU), the European Economic Area (EEA)) or the processing in the context of the use of third-party services or the disclosure or transfer of data to other persons, offices or companies takes place, this is only done in accordance with the legal requirements.

Subject to express consent or contractually or legally required transfer, we only process or have the data processed in third countries with a recognized level of data protection, contractual obligation through so-called standard protection clauses of the EU Commission, in the presence of certifications or binding internal data protection regulations (Art. 44 to 49 GDPR, Information page of the EU Commission: https://ec.europa.eu/info/law/law-topic/data-protection/internationaldimension-data-protection_de).

Deletion of data

The data processed by us will be deleted in accordance with the legal requirements as soon as the consent permitted for processing is revoked or other permissions are no longer applicable (e.g. if the purpose of processing this data is no longer applicable or is not required for the purpose).

If the data is not deleted because it is required for other and legally permissible purposes, its processing will be limited to these purposes. In other words, the data is blocked and not processed for other purposes. This applies, for example, to data that must be kept for commercial or tax law reasons or whose storage is necessary to assert, exercise or defend legal claims or to protect the rights of another natural or legal person.

Our data protection information may also contain further information on the storage and deletion of data, which have priority for the respective processing.

Use of cookies

Cookies are text files that contain data from visited websites or domains and are stored on the user's computer by a browser. A cookie is primarily used to store information about a user during or after their visit to an online offer. The stored information can include, for example, the language settings on a website, the login status, a shopping cart or the location where a video was viewed. The term cookies also includes other technologies that fulfill the same functions as cookies (e.g. if user information is stored using pseudonymous online identifiers, also known as "user IDs")

A distinction is made between the following types of cookies and functions:

- **Temporary cookies (also: session cookies):** Temporary cookies are deleted at the latest after a user has left an online offer and closed his browser.
- **Permanent cookies:** Permanent cookies are saved even after the browser is closed. For example, the login status can be saved or preferred content can be displayed directly when the user visits a website again. The interests of users who are used to measure reach or for marketing purposes can also be stored in such a cookie.
- **First-party cookies:** We set first-party cookies ourselves.
- **Third-party cookies (also: third-party cookies) :** Third-party cookies are mainly used by advertisers (so-called third parties) to process user information.
- **Necessary (also: essential or absolutely necessary) cookies:** Cookies can on the one hand be absolutely necessary for the operation of a website (e.g. to save logins or other user input or for security reasons).
- **Statistics, marketing and personalization cookies :** Furthermore, cookies are usually also used in the context of range measurement and when the interests of a user or his behavior (e.g. viewing certain content, use of functions, etc.) on individual websites in a user profile get saved. Such profiles are used to show users, for example, content that corresponds to their potential interests. This process is also referred to as "tracking", ie following up the potential interests of users. Insofar as we use cookies or "tracking" technologies, we will inform you separately in our data protection declaration or in the context of obtaining consent.

Notes on legal bases: The **legal basis** on which we process your personal data with the help of cookies depends on whether we ask for your consent. If this is the case and you consent to the use of cookies, the legal basis for processing your data is the declared consent. Otherwise, the data processed with the help of cookies will

be processed on the basis of our legitimate interests (e.g. in the commercial operation of our online offer and its improvement) or, if the use of cookies is necessary, to fulfill our contractual obligations.

Storage duration: If we do not provide you with any explicit information on the storage duration of permanent cookies (e.g. in the context of a so-called cookie opt-in), please assume that the storage duration can be up to two years.

General information on revocation and objection (opt-out): Depending on whether the processing is based on consent or legal permission, you have the option at any time to revoke your consent or to object to the processing of your data using cookie technologies (collectively referred to as "opt-out"). You can first explain your objection using the settings of your browser, e.g. by deactivating the use of cookies (which can also restrict the functionality of our online offer). An objection to the use of cookies for the purposes of online marketing can also be by a variety of services, especially in the case of tracking, through the websites <https://optout.aboutads.info> and <https://www.youronlinechoices.com/> explained become. In addition, you can receive further objection notices in the context of the information on the service providers and cookies used.

Processing of cookie data on the basis of consent : We use a procedure for cookie consent management, within the framework of which the consent of the user to the use of cookies or the processing mentioned in the context of the cookie consent management procedure and providers can be obtained and managed and revoked by users. The declaration of consent is saved in order not to have to repeat the query again and to be able to prove the consent in accordance with the legal obligation. The storage can take place on the server side and / or in a cookie (so-called opt-in cookie, or with the help of comparable technologies) in order to be able to assign the consent to a user or his device. Subject to individual information on the providers of cookie management services, the following information applies: The duration of the storage of the consent can be up to two years. A pseudonymous user identifier is created and stored with the time of consent,

information on the scope of the consent (e.g. which categories of cookies and / or service providers) as well as the browser, system and end device used.

- **Processed data types:** usage **data** (e.g. websites visited, interest in content, access times), meta / communication **data** (e.g. device information, IP addresses).
- **Affected persons:** users (e.g. website visitors, users of online services).
- **Legal basis:** Consent (Art. 6 Para. 1 S. 1 lit. a. GDPR), legitimate interests (Art. 6 Para. 1 S. 1 lit. f. GDPR).

Provision of the online offer and web hosting

In order to be able to provide our online offer safely and efficiently, we use the services of one or more web hosting providers from whose servers (or servers managed by them) the online offer can be accessed. For these purposes, we can use infrastructure and platform services, computing capacity, storage space and database services as well as security services and technical maintenance services.

The data processed as part of the provision of the hosting offer can include all information relating to the users of our online offer that is generated in the context of use and communication. This regularly includes the IP address, which is necessary in order to be able to deliver the content of online offers to browsers, and all entries made within our online offer or from websites.

Collection of access data and log files : We ourselves (or our web hosting provider) collect data on every access to the server (so-called server log files). The server log files can include the address and name of the websites and files accessed, the date and time of access, the amount of data transferred, notification of successful access, browser type and version, the user's operating system, referrer URL (the previously visited page) and, as a rule, IP Addresses and the requesting provider belong.

The server log files can be used on the one hand for security purposes, e.g. to avoid overloading the server (especially in the case of improper attacks, so-called DDoS attacks) and on the other hand to ensure the load on the server and its stability.

- **Processed data types:** content data (e.g. entries in online forms), usage data (e.g. websites visited, interest in content, access times), meta / communication data (e.g. device information, IP addresses).
- **Affected persons:** users (e.g. website visitors, users of online services).
- **Purpose of processing:** Provision of our online offer and user-friendliness.
- **Legal basis:** Legitimate interests (Art. 6 Para. 1 S. 1 lit. f. GDPR).

Establishing contact and managing inquiries

When you contact us (e.g. via the contact form, email, telephone or via social media), the details of the inquiring person are processed, insofar as this is necessary to answer the contact inquiries and any requested measures.

The answering of contact inquiries in the context of contractual or pre-contractual relationships takes place to fulfill our contractual obligations or to answer (pre) contractual inquiries and otherwise on the basis of the legitimate interests in answering the inquiries.

- **Processed data types:** inventory data (e.g. names, addresses), contact details (e.g. e-mail, telephone numbers), content data (e.g. entries in online forms).
- **Affected persons:** communication partner.
- **Purposes of processing:** contact requests and communication.
- **Legal basis:** Contract fulfillment and pre-contractual inquiries (Art. 6 Para. 1 S. 1 lit. b. GDPR), legitimate interests (Art. 6 Par. 1 S. 1 lit. f. GDPR).

Change and update of the data protection declaration

We ask you to inform yourself regularly about the content of our data protection declaration. We will adapt the data protection declaration as soon as the changes to

the data processing carried out by us make this necessary. We will inform you as soon as the changes require your cooperation (e.g. consent) or other individual notification.

If we provide addresses and contact information of companies and organizations in this data protection declaration, please note that the addresses can change over time and ask you to check the information before contacting us.

Rights of data subjects

As a data subject, you have various rights under the GDPR, which arise in particular from Art. 15 to 21 GDPR:

- **Right of objection:** You have the right, for reasons that arise from your particular situation, to object at any time to the processing of your personal data, which is based on Article 6 (1) (e) or (f) GDPR; this also applies to profiling based on these provisions. If the personal data relating to you are processed in order to operate direct mail, you have the right to object at any time to the processing of the personal data relating to you for the purpose of such advertising; this also applies to profiling insofar as it is associated with such direct advertising.
- **Right to withdraw consent:** You have the right to withdraw your consent at any time.
- **Right to information:** You have the right to request confirmation as to whether the data in question is being processed and to request information about this data as well as further information and a copy of the data in accordance with the legal requirements.
- **Right to correction:** In accordance with the legal requirements, you have the right to request the completion of the data relating to you or the correction of incorrect data relating to you.
- **Right to erasure and restriction of processing:** In accordance with the legal requirements, you have the right to request that the data relating to you

be deleted immediately or, alternatively, to request that the processing of the data be restricted in accordance with the legal requirements.

- **Right to data portability:** You have the right to receive data concerning you that you have provided to us in accordance with the legal requirements in a structured, common and machine-readable format or to request that it be transmitted to another person responsible.
- **Complaint to the supervisory authority:** Without prejudice to any other administrative or judicial remedy, you have the right to lodge a complaint with a supervisory authority, in particular in the member state of your habitual residence, your place of work or the place of the alleged infringement, if you are of the opinion that the processing of the data concerns you personal data violates the requirements of the GDPR.

Definitions of terms

This section gives you an overview of the terms used in this data protection declaration. Many of the terms are taken from the law and primarily defined in Art. 4 GDPR. The legal definitions are binding. In contrast, the following explanations are primarily intended to aid understanding. The terms are sorted alphabetically.

- **Personal data:** "Personal data" are all information that relates to an identified or identifiable natural person (hereinafter "data subject"); A natural person is regarded as identifiable who can be identified directly or indirectly, in particular by means of assignment to an identifier such as a name, an identification number, location data, an online identifier (e.g. cookie) or one or more special features, which express the physical, physiological, genetic, psychological, economic, cultural or social identity of this natural person.
- **Responsible:** "Responsible" is the natural or legal person, authority, institution or other body that alone or jointly with others decides on the purposes and means of processing personal data.

- **Processing:** "Processing" is any process carried out with or without the aid of automated processes or any such series of processes in connection with personal data. The term goes far and includes practically every handling of data, be it the collection, evaluation, storage, transmission or deletion.