

Data protection declaration

The protection of your personal data is particularly important to us. We therefore process your data exclusively on the basis of the legal provisions, particularly Art. 6 (1) lit. a (consent) and Art. 6 (1) lit. f (legitimate interest) of the General Data Protection Regulation (DSGVO). With this data protection information, we would like to inform you about what data we collect, how it is used and how you can exercise your data protection rights.

RESPONSIBLE FOR PROCESSING YOUR DATA:

incite Ausbildungs- und Schulungsveranstaltungs GmbH
Wiedner Hauptstraße 57/Stiege III/EG 1040 Vienna
Tel.: +43 5 90900-3792
office@incite.at

DATA PROTECTION OFFICER

A data protection officer has not been appointed for incite Ausbildungs- und Schulungsveranstaltungs GmbH, because this is not required by law.

GENERAL INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA

incite will only collect, use and pass on your personal data if this is permitted by law or you consent to the data processing. Personal data includes all information which serves to identify you and which can be traced back to you – for example, your name, email address and telephone number.

If you contact us, we will store your indicated data for six months for the purpose of processing the request and in case of follow-up questions. We will not pass on this data without your consent. This data protection information does not apply to websites which can be accessed via hyperlinks on the incite website. The responsibility for the content of linked websites lies exclusively with the operators of these websites.

Please note that there can be security vulnerabilities with regard to data transmission via the internet in general. Fully comprehensive protection against third-party access is not possible.

ACCESS DATA

incite collects website access data and stores this data as “server logfiles”. The following data is logged in this way:

- Visited website
- Time at the time of access
- Amount of data sent in bytes
- Source/referral, from which you came to the website
- Browser used
- Operating system used
- IP address used

The collected data serves only statistical evaluations and the improvement of the website. However, the website operator reserves the right to subsequently review the server logfiles if there are specific indications of illegal use.



COOKIES

Our website uses Cookies. Cookies are small files which can be stored on the visitor's device when you visit our website. We use Cookies to make our website more user-friendly. Most Cookies on this website are so-called 'session Cookies'. They are automatically deleted when you leave our website. By contrast, permanent Cookies remain stored on your device until you delete them. These Cookies allow us to recognise your browser on the next visit.

When visiting our website, only Cookies, which are essential for the functionality of the website and those which we required for the statistical analyses of our website usage, are used. Otherwise, we will process your personal data by using Cookies following your explicit consent.

You can prevent the use of Cookies at any time by means of an appropriate setting on the browser used. Furthermore, Cookies which have already been used can be deleted via your browser at any time. This is possible in all common browsers. However, we would like to point out that if you deactivate the use of Cookies in your internet browser or if you have deleted already used Cookies, all functions of our website may not be fully usable.

GOOGLE ANALYTICS

Our website uses Google Analytics, a web analysis service from Google Inc., 1600 Amphitheatre Parkway Mountain View, CA 94043 USA ("Google"). Google Analytics uses Cookies, which are stored on your device and allow the analysis of your use of the website (including your IP address and the URLs of the visited websites). This collected data is then normally transferred and stored on a Google server.

This website uses the option of IP anonymisation offered by Google Analytics. Your IP address is thereby shortened beforehand by Google within member states of the European Union or in other Contracting States to the Agreement on the European Economic Area. Only in exceptional cases will the full IP address be sent to a Google server in the USA and shortened there. Google will use this information on behalf of the operator of this website to evaluate your use of the website, to create reports on website activities and to provide the website operator with other services related to website use and internet usage. The IP address transmitted from your browser in the context of Google Analytics is not merged with other data from Google.

We have concluded a contract with Google for contract data processing. Data shall be processed on the basis of the legal provisions of § 96 (3) of the Telecommunications Act TKG 2003 and Art. 6 (1) lit. a (consent) and/or lit. b (required for contract fulfilment) of the General Data Protection Regulation DSGVO.

In terms of the General Data Protection Regulation DSGVO (legitimate interest), we are concerned with the opportunity to create easy-to-use website access statistics and subsequently the improvement of our website and web presence.

As described above, you can prevent the storage of Cookies through a corresponding setting in your browser software. Furthermore, you can prevent Google from collecting your data in connection with Google Analytics by downloading and installing the browser plug-in from the following link:

<https://tools.google.com/dlpage/gaoptout?hl=de>

More detailed information on the Google terms of use and Google's data protection declaration can be found at: <https://www.google.com/analytics/terms/de.html> and <https://www.google.com/intl/de/policies/privacy/index.html>.

As an alternative to the browser add-on or within browsers on mobile devices, [please click this link](#) to prevent data collection by Google Analytics within this website in the future: [Analytics opt-out](#). In this respect, an opt-out Cookie is stored on your device. If you delete your Cookies, you will have to click on this link again.



SOCIAL MEDIA

Plug-ins for social networks Facebook, Twitter, Google and Xing are integrated in our websites. You will recognise these plug-ins by the respective logos at the bottom of each page.

The standard functionality of these plug-ins is not compatible with our expectations for data protection and privacy, since a direct connection between your browser and the server of the social media platform operator would be established upon every visit to our website, which is not obvious to the visitor. We therefore use the two-stage solution from heise online, which only sends data to the network platform operators with the consent of the visitor.

The social media platform buttons on our website are initially deactivated and do not establish contact to the servers of Facebook, Twitter, Google or Xing. These will only become active and establish the connection if you click on these buttons and thus give your consent to communication with the network platforms. You can then submit your recommendation with a second click.

Details about this 2-click solution from heise online can be found at www.heise.de.

By clicking on the activated recommendation button, the operators of the network platforms will receive the information that you visited our website with your IP address. For example, if you click the Facebook "Like button", while logged in to your Facebook account, you can link the content from our website to your Facebook profile. Facebook can thereby assign the visit to our website to your user account. We would like to point out that, as the website provider, we do not receive information about the content of the transmitted data or its use by the operators of the network platforms. Further information can be found in the data protection declaration of the respective social media platform:

- Facebook: de-de.facebook.com
- Twitter: <https://twitter.com/>
- Google: <https://plus.google.com>
- Xing: www.xing.com

CUSTOMER DATA

If the customer provides his/her personal data, we will use this information for processing orders and bookings, administration and information about our offers by post, fax or email. In order to provide you with targeted information, we also collect and process voluntarily given information about your areas of interest. If your computer supports this function, we will often receive a receipt confirmation or read receipt for emails. This function allows the information provided to be sent/adapted to the respective customer interests even better. The consent to the use of personal data for sending information material may be revoked at any time.

When you register for our events, your specified data will be processed by incite for the purpose of administration, contract fulfilment or the implementation of pre-contractual measures. Without this data, we cannot fulfil the contract with you. There shall be no data transmission to third parties, with the exception of our tax advisor to fulfil our tax obligations.

In the event that you register third parties for one of our events, you expressly declare that you are entitled to make this application.

In the event of contract conclusion, all data from the contractual relationship will be stored until expiry of the tax-related retention period (7 years).

Data shall be processed on the basis of the legal provisions of § 96 (3) of the Telecommunications Act TKG 2003 and Art. 6 (1) lit. a (consent) and/or lit. b (required for contract fulfilment) of the General Data Protection Regulation DSGVO.



PHOTOGRAPHY/VIDEO

As a participant at our events, we would like to inform you that photographs and/or videos may be taken in the context of these events. These pictures/recordings may be used by incite in various media (print, online,..) and in publications (print, online,...).

NEWSLETTER

You have the possibility to subscribe to our newsletter via our website. For this purpose, we require your first name and surname as well as your email address and declaration that you agree to subscribe to the newsletter.

As soon as you have registered for the newsletter, we will send you a confirmation email with a link to confirm the registration.

You may revoke your consent to receive our newsletter at any time. Please send your revocation to the email address office@incite.at or use the corresponding unsubscribe link on our newsletter. We will then promptly delete your data in connection with the newsletter dispatch.

YOUR RIGHTS

You have the right to obtain information about your personal data and to request the correction, deletion, restriction of processing and data transmission of your specified personal data. Furthermore, you can object to the processing of your personal data or revoke the previously given consent to the processing under certain circumstances. You can direct these requests to the contact details specified below, stating your request.

The protection and legally compliant processing of your personal data is an important issue for us. If you have questions or concerns about the processing of your personal data, please contact us using the contact details specified below. If you nevertheless believe that the processing of your personal data is illegal, you can also contact the Austrian Data Protection Authority (<https://www.dsb.gv.at/>).

YOU CAN REACH US USING THE FOLLOWING CONTACT DETAILS

incite Ausbildungs- und Schulungsveranstaltungen GmbH
Wiedner Hauptstraße 57/Stiege III/EG 1040 Vienna
Tel.: +43 5 90900-3792
office@incite.at

