

Data Protection Statement

Data protection

We have prepared this Data Protection Statement in compliance with the provisions of the EU General Data Protection Regulation to inform you of which data we collect, how we use your data and what your options are when you visit our website.

Unfortunately, the nature of such statements requires highly technical language, but we have tried our best to provide you with a simple and clear description of the most important aspects.

Automatic data storage

Whenever you visit a website nowadays, certain information is created and stored automatically. This also happens on this website.

When you visit our website, like you are doing right now, our web server (the computer on which this website is stored) automatically stores data such as the IP address of your device, the addresses of the subpages you are visiting, details on your browser (e.g. Chrome, Firefox, Edge, ...) as well as the date and time of your visit. As a rule, we do not use these data and we do not pass them on. However, we cannot rule out that these data will be accessed in the case of unlawful conduct.

Storage of personal data

We will use any personal data that you provide us with electronically via our website, such as your name, e-mail address, postal address or other personal details, when completing a form or commenting on a blog, together with the time and IP address, exclusively for the purpose stated. Your information will be stored securely and will not be transferred to third parties.

That means that we will only use your personal data to communicate with you if you have expressly requested to be contacted and to perform the services or provide the products offered on this website. We will not transmit your personal data without your consent but we cannot rule out that your data will be accessed in the case of unlawful conduct.

If you provide us with any personal data via e-mail – i.e. not via this website – we cannot guarantee the secure transmission and the privacy of your data. We therefore recommend avoiding sending unencrypted confidential data via e-mail.

Your rights

As a rule, you have the right to request access to and rectification or deletion of your personal data or restriction of processing as well as the right to data portability, to withdraw your request or to object to the processing. Should you believe that the processing of your data is in breach of data protection laws or your data privacy rights have otherwise been violated, you may file a complaint with the data protection authority. The website of the Austrian Data Protection Authority is available at <https://www.data-protection-authority.gv.at/>.

TLS encryption with https

We use https to ensure the secure transmission of data over the Internet. TLS (Transport Layer Security), an encryption protocol for secure data transmission over the Internet, allows us to guarantee the privacy of confidential data. If the small lock icon is displayed on the top left in your browser and https:// is used as part of our Internet address, you know that the transmission has been secured by TLS.

Cookies

Our website uses HTTP cookies to store user-specific data. A cookie is a small data package which is exchanged between the web browser and the web server but is completely insignificant to them. It only has relevance when used for a web application such as a forum or an online shop, for instance to store the content of a virtual shopping cart.

There are two types of cookies: First-party cookies are created by our website. Third-party cookies are created by other websites (e.g. Google Analytics).

Cookies come in three categories: strictly necessary cookies to guarantee the website's basic functionalities, functional cookies to guarantee that the website's features work properly and targeting cookies to enhance the user experience.

We use cookies to make our website more user-friendly and for our features in the web shop and the forum. Some cookies will remain stored on your device until you delete them. They allow us to remember your browser when you return to our site. If you do not want this to happen, you may adjust the settings of your browser in such a way that the browser informs you about the use of cookies and you can give your consent on a case-by-case basis. You may disable cookies or delete the cookies already stored on your computer at any time. How to do this depends on the browser you use. The easiest way to find instructions is to type "delete cookies Chrome" or "disable cookies Chrome" in the Google search bar if you are using a Chrome browser (or replace the word "Chrome" with your browser's name, e.g. Edge, Firefox, Safari).

If you do not allow us to use any cookies at all by disabling cookies via your browser settings, some features and pages might not work as expected.

Newsletter

If you would like to subscribe to our newsletter, you can do so on our website. We need to know your e-mail address and, as time and again we will send information to subscribers in specific regions only, also in which country or province you are based. And of course we also need your consent to receiving our newsletter.

When you sign up for our newsletter, you provide us with the above-mentioned personal data and authorise us to contact you via e-mail. We will use the data stored in this connection exclusively for the purposes of our newsletter and will not transfer them to third parties.

You can subscribe to our newsletter either directly on our website or when registering for an event or a training seminar. After you have submitted your subscription directly via the website, we will send you a confirmation e-mail containing a link that you will have to click on to confirm your registration.

If you wish to unsubscribe from our newsletter, please use the link provided at the very bottom of every newsletter. We will then delete all data stored upon your registration for the newsletter.

Google Analytics privacy policy

This website uses Google Analytics, a service provided by Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA) to statistically evaluate user information. Google Analytics uses targeting cookies.

For more information on the terms of use and data privacy, please go to <https://www.google.com/analytics/terms/> and/or <https://support.google.com/analytics/answer/6004245?hl=en>.

Opting out of data collection by Google Analytics

To enable website visitors to prevent their data from being used by Google Analytics, Google has developed the Google Analytics **opt-out browser add-on** for the Google Analytics JavaScript (ga.js, analytics.js, dc.js).

You can prevent the data generated by the cookie about your use of the website from being transmitted to Google and being processed by Google, by downloading and installing the browser plug-in that is available at the following link:

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

Google Analytics opt-out link

By clicking on the following **opt-out link**, you can prevent Google from recording additional website visits. Please note: Deleting cookies, using your browser's incognito/private mode or using a different browser will again allow Google to collect your data.

Google Fonts privacy policy

This website uses Google Fonts, a service provided by Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA). Google Fonts is used without authentication, and no cookies are sent to the Google Fonts API. If you have a Google account, none of your Google account data will be sent to Google while using Google Fonts. Google only records the use of CSS and the fonts used, and it stores these data securely. For more information and FAQs, visit <https://developers.google.com/fonts/faq>.

Visit <https://www.google.com/intl/en/policies/privacy/> to find out which data Google collects and what these data are used for.

YouTube privacy policy

Our website features YouTube videos, a service provided by YouTube, LLC, 901 Cherry Ave., San Bruno, CA 94066, USA.

When you access pages on our website which feature integrated YouTube videos, data are sent to YouTube, where they are stored and analysed. If you have a YouTube account and are logged in to it, these data are associated with your personal account and the data stored there.

Visit <https://www.google.com/intl/en/policies/privacy/> to find out which data Google collects and what these data are used for.

Google+ privacy policy

This website uses features from Google+, the social network service provided by Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA).

If you wish to make full use of the available features, you will require a Google account.

Even if you use the features (Google +1 buttons, Google+ badge, Follow button, Google+ share button and link, sign-in button, Hangout button) without a Google account, information will still be sent to Google.

If you are logged in to your Google account while using the features listed above, your data will (depending on your settings at <https://plus.google.com/settings/>) be disclosed worldwide and collected and analysed by Google.

Visit <https://www.google.com/intl/en/policies/privacy/> to find out which data Google collects and what these data are used for.

Web Shop

Data storage

We would like to point out that, in order to make the shopping process easier and for purposes of the subsequent contract processing, the web shop operator uses cookies to store the IP data of the connection owner. The same applies to the name and address of the buyer (organisation) and/or the contact person.

In addition, for the purpose of contract processing, we also store the following data: items purchased. The data provided by you are required for the performance of the contract and/or the implementation of pre-contractual measures. Without these data, we cannot conclude a contract with you. No data are transferred to third parties, with the exception of our tax consultant for the fulfilment of our tax obligations.

After the termination of the purchase process, we will delete the data that we have stored. In the event of a conclusion of contract, all data pertaining to the contractual relationship will be stored until the expiry of the tax retention period of seven (7) years.

Furthermore, data regarding name, address, purchased goods and date of purchase will be stored until the expiration of product liability (10 years). All data are processed in accordance with the statutory provisions of sec. 96 para. 3 of the Telecommunications Act and Article 6(1)(a) (Consent) and/or (b) (Necessary for Fulfilment of Contract) of the GDPR.

Contact details

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