

Information on data protection

The protection of your data is of particular importance to die Berater® (hereinafter referred to as "we"). In the following, we would therefore like to inform you about our processing of your personal data.

In any case the processing of your data shall solely be carried out in compliance with the applicable data protection rules, in particular the General Data Protection Regulation (GDPR)¹ and the Datenschutzgesetz (DSG)².

General information:

Responsible for the processing of your personal data is

die Berater Unternehmensberatungs GmbH

Wipplingerstrasse 32/24-26, 1010 Vienna

Tel.: +43 1 532 45 45-0; Fax: +43 1 532 45 45-1145

E-Mail: office@dieberater.com

Data processing:

1. Purpose of data processing:

We solely process your personal data for the following purposes:

- a. Allowing of enrolment and participation in our courses;
- b. Tracking of activities in the courses;
- c. Assertion or defence of legal claims;
- d. Compliance with recording, information and reporting obligations, as required by law;

While using our online learning platform additionally:

- e. Usage analysis as well as optimising and securing our website performance;
- f. Providing a LogIn-environment, to ensure that only you have access to your profile;
- g. Recording your usage of the online platform, your fulfilment of assigned tasks, your involvement in workshops and your test results as well as allocation and recording of forum posts, all of this for the purpose to offer the course in which you participate in the best possible way;

2. Origin of your personal data:

We only collect personal data provided by yourself in enrolment, during participation in the course or online platform registration or by soliciting them based on your participation in our course or your use of our online learning environment

3. Legal basis for the processing of your personal:

The processing of your personal data for the purposes mentioned under 1. relies on the following legal basis:

- Data processing for the purposes 1a, 1b, 1c and 1d

Data processing for this purpose is based on that it is necessary for fulfilling our contract with you about your course and exam participation (Art 6 Abs 1 lit b DSGVO).

- Data processing for the purpose 1e:

Data processing for this purpose is based on our legitimate interest to assert and defend legal claims. (Art 6 Abs 1 lit f DSGVO).

- Data processing for the purpose 1f:

Data processing for this purpose is based on that it is necessary so we can fulfil legal requirements, namely the legal record, information and reporting obligations (Art 6 Abs 1 lit c DSGVO).

- Data processing for the purposes 1g:

Data processing for this purpose is based on our legitimate interest to offer you an online platform, to maintain its performance and remove harmful content, to make your profile available to you solely as well as to offer our course in the best possible way and to integrate digital contents and assessment in this course (Art 6 Abs 1 lit f DSGVO).

4. Forwarding your personal data to third parties:

We contract IT service providers as contractors to ensure the security, accessibility and efficiency of our work environment. Your data may therefore be made available to you for the aforementioned purposes (1a-1h). Your forum posts as well as the information on your online platform are sometimes visible for other course participants.

Where necessary for the aforementioned purpose 1e, we may forward your personal data to legal representatives as well as courts. Where necessary or legally required for achieving the aforementioned purpose 1f, we would like to forward your personal data to authorized authorities or third parties.

We provide no personal data in third countries outside the European Economic Area without your prior approval (which you can revoke at any time).

5. Retention of your personal data:

Your personal data will be retained by us only as long as reasonably necessary for us to achieve the above purposes and as permitted by applicable law. We hold your personal data in any manner for as long as the statutory retentive timeframes (in particular the seven-year retention timeframe according to § 212 UGB) exist or periods of limitation of potential legal claims have not yet expired. We will retain your data longer beyond this period, where and as long as we require them for assertion or defense of legal claims.

6. Voluntariness of providing personal data:

The provision of your personal data is basically voluntary. Where you do not provide data, however, you can not participate in a course and are placed as if you had not attended the course.

To set up a personal access to our online platform, see the following data is compulsory: first name and surname, username, email address. Do not post this personal data, you can not use our online platform. Providing other personal data on your profile on the online platform is voluntary and completely voluntary. You can remove this other data from your profile at any time.

Your rights:

Which rights do you have after the applicable data protection regulations?

You have the right to

- (i) learn from us whether and what personal information we hold about you, and to obtain copies of such data (Art. 15 GDPR),
- (ii) to require us to correct your personal information , supplement or delete, if these are wrong or are not processed in accordance with the law (Art. 16, 17 GDPR),
- (iii) in certain circumstances to require us to restrict the processing of your personal data (Art. 18 GDPR),
- (iv) in certain circumstances to obtain your data in a structured, common and machine-readable format or to transfer it to a third party (right to data portability, Art. 20 DSGVO) and
- (v) in certain circumstances object to the processing of your personal data (Art. 21 GDPR).

If you want to exercise one or more of these rights, feel free to contact us.

In addition, you have the right to file a complaint with the Data Protection Authority (contact details of the Austrian Data Protection Authority see [dsb.gv.at](https://www.dsb.gv.at)) if you believe that your privacy rights have been violated.

¹ You can access the General Data Protection Regulation (DSGVO) [here](#).

² You can access the Data Protection Act (DSG) in its current version [here](#).