

Privacy Policy

for

Decor Service Fortmüller Handel GmbH

Theatergasse 1
8490 Bad Radkersburg
Tel.: +43 3476 8294
office@decorservice.com
www.decorservice.com

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1. Introduction

Here at Decor Service Fortmüller Handel GmbH, Theatergasse 1, 8490 Bad Radkersburg, company reg. no. 68081w ("DS"), we attach great importance to protecting the personal data of actual and potential clients (together, "clients").

This privacy policy includes information about the methods, scope and purpose behind collecting, processing and using your personal data. It defines how we collect, process and use your personal data.

We reserve the right to revise this privacy policy from time to time (if the legal framework changes, for instance). If you are an existing or established client, we will notify you of any changes in a separate email and the updated version of this privacy policy will then apply from the time this is sent.

2. Data Controller contact information

The data controller under the General Data Protection Regulation ("GDPR") and other national data protection legislation in Member States as well as under other data protection provisions is:

Mr Daniel Fortmüller, Managing Director
for
Decor Service Fortmüller Handel GmbH, company reg. no. 68081w
Theatergasse 1
8490 Bad Radkersburg
Tel.: +43 3476 8294
office@decorservice.com
www.decorservice.com

3. Lawful basis for processing data

3.1 Legal framework

The lawful basis for processing your personal data (see section 4) is based on Art. 6 and 9 of the GDPR.

Where we have your consent to process your personal data for one or more specific purposes, Art. 6 (1) (a) GDPR constitutes the lawful basis. Art. 6 (1) (b) GDPR constitutes the lawful basis for processing when meeting our contractual

obligations under the terms of the contract or order. This also applies to any processing necessary in advance of the contract. Where processing is necessary to meet any statutory or legal obligations which might apply, Art. 6 (1) (c) GDPR constitutes the lawful basis.

Please note the special categories of personal data and the lawful basis for processing these (Art. 9 GDPR).

3.2 Purpose and explicit consent

The purpose for which your personal data is processed is to perform the relevant contract or process an order you have placed. This means we process your data to establish, manage or run, and process the business relationship. Furthermore, to improve the (existing) business relationship or establish new such relationships, as well as provide information about the latest developments and our range of services (customer service and marketing purposes). Finally also for invoicing and managing credit accounts.

We process client data for the purposes of direct marketing by post or email only with your explicit consent (see section 3.1).

You therefore need to give us your explicit consent, otherwise we are unable to accept or fulfil the contract or order. We will terminate any existing contract or order as it cannot be fulfilled.

Where processing requires your explicit consent, we will request this. You can also restrict your consent to specific purposes. In such event, processing will be limited under the terms of your consent and to the extent determined by you.

3.3 Withdrawing consent

You can withdraw your explicit consent at any time, effective from that point on, by sending a letter to Decor Service Fortmüller Handel GmbH, Theatergasse 1, 8490 Bad Radkersburg, or by email to office@decorservice.com, or by telephone on 0043 3476 8294. Any lawful data processing preceding this point shall not be affected.

4. Processing and collecting personal data

Broadly, personal data is any information relating to an identified or identifiable natural person (such as name, address, date of birth, etc.).

We process the data we collect from you or from third parties as part of fulfilling the contract or order. This includes:

- Personal and ID checking data (such as name, title, position, address, contact details, ID details, company registered number, global location number, etc.)
- Contract and order data (such as payment instructions, invoices, order confirmations, delivery notes, bank details, VAT numbers, etc.)
- Marketing and sales data
- Written records (such as minutes of meetings and notes of conversations, etc.)
- Quote data
- Data to comply with statutory obligations as well as
- general information (such as ideology, union membership, health data etc.)

5. Data transmission

5.1 Introduction

In achieving the purpose (see section 3.2), we may share the personal data (see section 4) which you have given us your explicit consent to collect (see section 3.2) and also process (see section 4).

In achieving the purposes stated, it may be or is necessary to share your data, not only internally with different departments and employees, but also with other recipients as listed below, or to disclose this data to them. This can be done by any means. Data will only be transmitted to countries which the EU Commission has confirmed as having an adequate level of data protection; failing which, appropriate measures will be taken to ensure a suitable and appropriate level of data protection.

5.2 List of recipients

- Tax advisors, Rindler Steuerberatung GmbH, Austria, 8344 Bad Gleichenberg, Kaiser-Franz-Josef-Straße 1 Top 2, in order to meet our tax obligations
- Stock control and online commerce, OfficeNo1 Software Solutions GmbH, Austria, 4203 Altenberg, Alpenblick 5, our stock control and online commerce service providers
- System administrators, SLC – Software, LAN und Computersysteme GmbH, Austria, 8430 Leibnitz, Langstraße 16b, our IT service providers
- Domain hosting, Profihost GmbH, Germany, 30539 Hannover, Expo Plaza 1, our IT service providers for our online commerce
- Unzer Austria GmbH, Austria, Columbusplatz 7-8, Stairwell 1 / 5th floor, 1100 Vienna, our payment services provider
- Various other or additional business partners (including lawyers, tax and business consultants, auditors, management consultants, notaries, finance, insurance and communications experts, transport, logistics and freight forwarding service providers, sales agents, marketing partners, banks, credit institutions etc.)
Globally as per Art. 49 (1) (b) GDPR

- Other recipients (such as interpreters, courts and authorities of all kinds, legal representation, etc.). Globally as per Art. 49 (1) (b) and (e) GDPR

6. Retention times

Your data will not be retained or stored by us for longer than is necessary to meet our contractual or legal obligations, or than we deem necessary, meaning that, at our discretion and in order to meet our contractual or legal obligations, we may also store your data beyond the statutory retention times. Data is deleted once no longer required to achieve the purpose, meaning data will be stored for as long as contractual or legal retention times (e.g. Austrian Commercial Code, Austrian Tax Code, etc.) or statutes of limitation for any legal or compensation claims require us to do so.

7. Your rights (data subjects)

Where we process your personal data (as you are a client, it is fair to assume that we will), you are a data subject within the meaning of the GDPR and you have rights in respect of ourselves, Decor Service Fortmüller Handel GmbH, Theatergasse 1, 8490 Bad Radkersburg, or in respect of Mr Daniel Fortmüller, the company data controller as defined under the GDPR, as managing director of Decor Service Fortmüller Handel GmbH.

This includes:

- Right to be informed
- Right to rectification
- Right to restrict processing
- Right to erasure
- Right of access
- Right to data portability
- Right to withdraw consent under data protection law
- Right to object
- Right to lodge a complaint with a competent authority

8. Catalogues

Once a year, we will post a catalogue out to the address you provided. Besides our product range and new products, this catalogue will also include our latest news.

9. Questions

Should you have any questions about data processing, please contact us at any time by post, in writing or by telephone.

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for
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