

# Information on Data Processing under Articles 13 and 14 GDPR

## 1. General

The following companies process personal data in their role as controllers within the meaning of the General Data Protection Regulation (GDPR):

### **Mosser Holzindustrie GmbH**

Fohlenhof 2

A-3263 Randegg

Telephone: +43 (0) 7487 6271 0

hereinafter „Mosser“.

### **Mosser Leimholz GmbH**

Fohlenhof 2

A-3263 Randegg

Telephone: +43 (0) 7487 6271 0

Data Protection Coordinator:

Dr. Martin Herbst

Fohlenhof 2

A-3263 Randegg

Personal data is processed in accordance with the principles of lawfulness, good faith, transparency, correctness, purpose, data minimization, and limited retention duration.

## 2. Purpose and Legal Basis

Mosser processes personal data in connection with the performance of orders and services in the field of timber processing, taking into account the following legal bases:

### **2.1 Performance of Contractual Obligations in Accordance with Article 6(1)(b) GDPR**

The processing of personal data is necessary for the performance of our contractual services in connection with purchasing, sales, and invoice settlement.

The processing takes place for the following purposes in particular:

- establishment, management, and performance of contractual relationships
- reinforcement of existing contractual relationships
- processing of complaints.

The provision of personal data is a prerequisite for conclusion or performance of a contract.

## **2.2 Compliance with Legal Obligations in Accordance with Article 6(1)(c) GDPR**

Personal data can be processed in order to meet certain legal obligations, in particular with regard to the provision of information to tax authorities.

## **2.3 Consent in Accordance with Article 6(1)(a) GDPR**

Should the processing of personal data go beyond what is legally required in order for Mosser to meet its contractual or legal obligations, the consent of the data subject shall be requested.

If consent is provided, the data shall be processed solely for the purpose indicated. Consent may be withdrawn at any time. The withdrawal of consent shall not affect the lawfulness of the processing of personal data having taken place up until the time of withdrawal. Withdrawal can be requested in writing from the Data Protection Coordinator indicated under paragraph 1.

## **2.4 Protection of Legitimate Interests in Accordance with Article 6(1)(f) GDPR**

Where necessary, in order to protect the overriding legitimate interests of Mosser, data processing may be performed that is not essential to the performance of the contract, for example:

- credit checks
- debt collection measures
- acquisition of timber certification.

Should your legitimate interests override those of Mosser, you may object to the processing of your data in writing by contacting the Data Protection Coordinator indicated under paragraph 1.

## **3. Personal Data**

Mosser processes personal data that you provide during the course of the contractual relationship.

Moreover, Mosser processes data it is authorized to obtain from credit agencies and publicly available sources (company register, register of beneficial owners, land registry, media, etc.).

The following categories of personal data shall be subject to processing:

name, address, bank details, VAT ID number, contact data, contact persons, certification, credit information.

## **4. Automated Decision-Making**

Mosser does not make use of automated decision-making within the meaning of Article 22 GDPR for the purpose of decisions in relation to the establishment and performance of the contractual relationship.

## **5. Recipients**

Your data shall only be transferred to those bodies and employees who require that data for the purpose of complying with contractual or legal obligations or in the legitimate interests of Mosser. In addition, your data shall be transferred to processors contracted by Mosser (in particular IT service providers) where this data is required for the performance of the service they provide. All processors are contractually obliged to treat your data as confidential, and to process it exclusively in connection with the performance of the service.

Your personal data may be transferred to public authorities in cases where a legal obligation applies.

The data collected shall not be sold and shall not be transferred to unrelated third parties without reason.

## **6. Retention Period**

The personal data shall be retained for the duration of the contractual relationship and subsequently for the period of time stipulated by law. The relevant legal provisions are:

- the Austrian Commercial Code (Unternehmensgesetzbuch)
- the Austrian Federal Fiscal Code (Bundesabgabenordnung)
- the Austrian Civil Code (Allgemeines Bürgerliches Gesetzbuch).

## **7. Guarantee of the Rights of Data Subjects**

You are entitled at any time to request information about the data held on you, to request its correction, erasure, or restriction of its processing, to object to the processing, and to exercise the right of data portability in accordance with the provisions of data protection law.

Should you have questions about the processing of your personal data, should you wish to object to the processing of your data or withdraw your consent to that processing, or should you feel your data protection rights have been breached, please contact the Data Protection Coordinator indicated under paragraph 1.

You may also submit complaints to the Austrian Data Protection Authority (Wickenburggasse 8, 1080 Vienna).