Data protection information for business partners of QPS Austria GmbH

This privacy information describes how we process your personal data in the course of our business contact with you.

1. Purposes of data processing

We will process the categories of your personal data mentioned in the Annex for the following purposes:

- maintaining business operations
- processing an order/contract/project, etc
- contact information management
- communication and communication management
- client/customer retention management
- documentation and record keeping requirements
- business partner qualification
- project acquisition, project management, project documentation and project execution
- reporting obligations
- business trip organization
- access and authorization management
- claims handling
- processing of payment transactions
- processing of grants (application, accomplishment, accounting)
- fulfillment of statutory disclosure and reporting obligations
- handling of legal disputes
- event planning and event handling
- public Relations.

We collect this data in the course of our business contact either by you providing it to us yourself or from other sources in the course of various operational processes and procedures.

There is no obligation to provide us with the personal data we ask you to provide. However, certain processes as well as internal and external communication may be delayed or even impossible if you do not provide your personal data. If the provision of your data is mandatory by law in some cases, we will inform you separately.
2. Categories of data processed and legal basis for processing
We process the categories of your personal data listed in the Annex based on

- the performance of the contract concluded with you or the implementation of pre-contractual measures, to the extent necessary for this purpose (Art 6 para 1 lit b DSGVO), or
- our overriding legitimate interest pursuant to Art 6 para 1 lit f DSGVO, which is to ensure that our business processes and internal and external communications are efficient, or
- the necessity of fulfilling legal obligations to which we are subject (Art 6 para 1 lit c DSGVO).

3. Transmission of your personal data
If necessary for the above mentioned purposes, we will transfer your personal data to the following categories of recipients:

- IT service providers used by us
- companies that belong to our group of companies
- funding agencies (FFG funding agency, SFG funding agency, EU funding agencies, labor market service, etc)
- business partners
- travel service providers
- legal representatives
- courts and authorities
- auditors, accountants, tax consultants
- financial authorities
- insurance companies
- labor inspectorate
- banks and other service providers for the execution of monetary transactions.

Some of the recipients mentioned above are located outside your country or process your personal data there. The level of data protection in other countries may not be the same as in your country. However, we only transfer your personal data to countries for which the EU Commission has decided that they have an adequate level of data protection, or we take measures to ensure that all recipients have an adequate level of data protection. For this purpose, we conclude, for example, Standard Contractual Clauses as amended. These are available upon request (see the contact details under point 6).
4. Duration of storage
We store your personal data in any case (i) for the duration of the contract as well as (ii) as long as legal and contractual retention obligations exist or (iii) as long as any legal claims have not yet become time-barred, for the assertion of which or the defense against which the personal data are required.

5. Your rights in connection with personal data
Under applicable law, you have the right to (if the relevant requirements of the applicable law are met),

- request confirmation as to whether and which of your personal data we are processing and to receive copies of such data,
- to request the rectification or erasure of your personal data,
- to request us to restrict the processing of your personal data,
- object to the processing of your personal data,
- request data portability, and
- lodge a complaint with the data protection authority.

6. Our contact details
If you have any questions or concerns about the processing of your personal data, please contact us:

QPS Austria GmbH
Parkring 12
8074 Grambach
By mail to the attention of von Isabella Pammer
Via email to dataprotection.austria@qps.com

Grambach, January 14, 2022
Annex – Personal data categories:

- names (first names, last names, previous names, other name additions, etc)
- title
- salutation
- gender
- nationality or preferred language of communication
- business (and private, if applicable) contact data (address, e-mail address, telephone number, cell phone number, extension, fax number, online IDs/NICs)
- company data (name, address, telephone number, fax number, e-mail address, company register, UID number)
- calendar data (availabilities, absences etc)
- contract data
- proofs of competence
- photo
- video data
- organizational assignment in the company
- position in the company
- payment data (bank details, IBAN, BIC/SWIFT etc)
- travel organization data (flight numbers, booking data, accommodation, rental vehicles, other transport data, travel plans, travel-related ID data, emergency contact if necessary, etc)
- data in connection with reportable claims (damage/injury, date, time, course of accident, persons involved incl contact data etc)