

PRIVACY POLICY

MESSE CONGRESS GRAZ BETRIEBSGESELLSCHAFT M.B.H.

1. WHO CONTROLS THE PROCESSING OF YOUR DATA AND WHOM CAN YOU CONTACT?

Protecting the personal data of our interested parties, customers and business partners is of utmost importance to us, Messe Congress Graz Betriebsgesellschaft m.b.H. This privacy policy informs you about the nature, scope and purposes of the collection and processing of your personal data. The controller responsible for processing within the meaning of the General Data Protection Regulation ("GDPR") and other national data protection laws of the Member States as well as other legal data protection provisions is:

Messe Congress Graz Betriebsgesellschaft m.b.H.
Messeplatz 1
8010 Graz
Telephone: +43 (0)316/8088-0
Fax: +43 316 8088-250
E-mail: office@mcg.at

If you have any questions regarding data processing, please do not hesitate to contact us.

Together with AMB Ausstellungsservice u. Messebau GmbH, we are jointly responsible for processing

- supplier administration
- purchasing and warehouse management
- quality assurance & customer satisfaction
- data transfer within the group
- event management and project planning
- planning, administration and coordination as well as documentation of events and projects
- general external communication
- CRM and sales
- marketing for own purposes
- customer service, helpdesk, service desk,

in the sense of Art 26 GDPR. For further details please refer to section 7 of this privacy policy.

2. WHAT ARE PERSONAL DATA?

Personal data is information relating to an identified or identifiable person (such as name, address, billing information, IP address, etc.).

3. WHICH DATA ARE PROCESSED AND WHERE DO THESE DATA ORIGINATE FROM?

We process personal data that we or one of our processors have collected from you within the scope of a declaration of consent, as described in the declaration of consent.

We process personal data which we or one of our processors have collected from you within the scope of business relationships or generated within the scope of processing or which you yourself have made public or which we have lawfully purchased from authorised address publishers for the purpose of initiating, handling and properly managing business transactions.

These data belong to the following categories

- master data of contact partners incl. contact data for communication
- correspondence and e-mail communication in a business context
- contracts, orders, delivery confirmations, etc.
- data on service content and scope (scope of delivery, delivery times, etc.)
- data on performance appraisal and achievement of objectives
- bank details
- possible creditworthiness data of the company
- billing data
- marketing and sales data (purchase/sales history, areas of interest, etc.)
- if applicable, user IDs and technical admission and access data

4. FOR WHAT PURPOSES AND BASED ON WHAT LEGAL BASIS ARE THE DATA PROCESSED?

We process your personal data in line with the provisions of the European General Data Protection Regulation (GDPR) and the national data protection laws either

- to carry out pre-contractual measures or to fulfil our contractual obligations (point (b) Art. 6(1) GDPR), within the framework of the business relationship to process jobs, orders, supply contracts, etc.;
- to fulfil legal obligations (point (c) Art. 6(1) GDPR) within the framework of tax, company law or other relevant laws and regulations;
- to protect our legitimate interests or the legitimate interests of a third party (point (f) Art. 6(1) GDPR);
- to support and promote the business relationship and to inform you in the best way possible, we process and transfer product information, advertising messages and marketing material as well as information to initiate subsequent business transactions in the sense of a prevailing

legitimate interest to you until revoked. If you do not wish to receive this, please let us know by sending an e-mail to office@mcg.at or office@ambgraz.at or by post;

- or within the scope of voluntary consent (point (a) Art. 6(1) GDPR):

The processing of your data serves to establish and conduct our business relationship and/or process the respective job, order, supply contract.

If consent is required for processing, it will be obtained. Consent can be given by you completely voluntarily. If you have granted us consent to process your personal data for a specific purpose, your data will only be processed on the basis of this consent in accordance with the purpose stipulated in the declaration of consent and to the extent agreed upon therein. Any consent given can be withdrawn at any time with effect for the future by post or by e-mail. This does not affect the lawfulness of data processing carried out up to this time.

In addition, we would like to inform you that we do not use automated decision-making pursuant to Art. 22 GDPR to reach a decision on the establishment and performance of a business relationship.

5. ARE YOU OBLIGATED TO PROVIDE DATA?

Within the framework of the business relationship, the provision of personal data is necessary for the proper execution of the contract and business management. If you do not provide us with this information, we will either not enter into any contract with you or we will terminate any contract with you.

You are, however, not obligated to provide your approval for the processing of data that is not relevant or is not required to be processed for legal or regulatory reasons.

6. WILL YOUR DATA BE TRANSFERRED?

We will only forward your data if this is necessary to achieve the intended purpose.

The positions or employees within our company who need your data to fulfil the contractual and/or legal obligations or for processing within the scope of your consent will receive it. In addition, we transfer your data within our group of companies as far as this is necessary for the fulfilment of contractual and/or legal obligations or for processing within the scope of your consent.

It may be necessary for your personal data to be disclosed to recipients in order to achieve the stated purposes. Such disclosure may take the form of transfer, dissemination or any other form of provision. You can view the detailed list of our recipients at any time on our website under "Data protection" (www.mcg.at/datenschutz). We will also be happy to provide you with the list of recipients in paper form free of charge.

It is possible that some of the named recipients 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. We regularly check that guarantees for your data security are in place.

All employees, processors and distribution partners are contractually obliged to treat your data in a confidential manner and to only process them as part of their provision of services.

7. SPECIAL PROCESSING CASES

7.1 PROCESSING TEAM POOL DATA

We process the data of people with temporary or project-related employment relationships as part of a team pool. If the event of interest, we collect the following data from the people concerned and store it using a team form:

- first name
- surname
- gender female male
- date of birth
- SS number
- postcode
- town
- email
- mobile phone number

- nationality
- portrait photo

We do this on the basis of point (b) Art. 6(1) GDPR to implement pre-contractual measures to be able to use the data for the proper registration, payroll accounting and for the employee ID card (patch) in the case of employment, which can be repeated regularly. If you do not agree to this, we cannot enter into a contract of employment with you. In this case, the data will be deleted at your request, but no later than 3 years after the last contract case, unless a longer retention period is lawful due to statutory provisions or to protect or avert legal consequences.

7.2 PROCESSING DATA IN THE CONTEXT OF COMPETITIONS

Sometimes we organise contests, sweepstakes or the like. We collect and store the data provided by the participants using forms, and contact the winners for the purpose of informing the winners, awarding prizes, etc. We also collect and store the information provided by the participants on the basis of point (b) Art. 6(1) GDPR (implementation of necessary pre-contractual measures taken at the request of the person concerned or to process the contract). Prize winners are notified by telephone or e-mail.

If this is stated in the conditions of participation, we will sometimes publish the first name, surname and company name of the winners on our website as well as on our social media sites (Facebook, Twitter, Instagram, etc.) after the winners have been determined, and if necessary we will send these data to the sponsors of prizes. We do this on the basis of our predominantly legitimate interests pursuant to point (f) Art. 6(1) GDPR, namely the advertising of our competitions and events and the interest in being able to prove the use of the prize to sponsors and the public.

The sponsors themselves become responsible for further processing with the transfer. The data will not be passed on to other third parties under any circumstances. This data will be deleted by us no later than 6 months after the competition, unless a longer retention period is lawful due to statutory provisions or to protect or avert legal consequences.

If you do not agree to these terms, you are not eligible to participate.

8. WHAT ARE THE AREAS OF JOINT PROCESSING AND JOINT RESPONSIBILITY?

In order to offer our customers and business partners a smooth course of business and visit to our trade fairs or events, we have our own trade fair construction and logistics provider, AMB Ausstellungsservice u. Messebau GmbH, on site at the exhibition centre (Messeplatz 1, 8010 Graz). We have therefore decided to use a joint customer support tool (RUBIN) to process your personal data. Hence, we jointly define the purposes and means for the following processing operations:

- supplier administration
- purchasing and warehouse management
- quality assurance & customer satisfaction

- data transfer within the group
- event management and project planning
- planning, administration and coordination as well as documentation of events and projects
- general external communication
- CRM and sales
- marketing for own purposes
- customer service, helpdesk, service desk

The controllers responsible for processing within the meaning of the General Data Protection Regulation ("GDPR") and other national data protection laws of the Member States as well as other legal data protection provisions for the processing activities listed above are therefore:

Messe Congress Graz Betriebsgesellschaft m.b.H.

Messeplatz 1

8010 Graz

Telephone: +43 (0)316/8088-0

Fax: +43 316 8088-250

E-mail: office@mcg.at

AMB Ausstellungsservice u. Messebau GmbH

Messeplatz 1

8010 Graz

Telephone: +43 (0)316/831 000 0

Fax: +43 (0)316/831 000 10

E-mail: office@ambgraz.at

If you have any questions, please do not hesitate to contact one of the two companies.

We, Messe Congress Graz Betriebsgesellschaft m.b.H. and AMB Ausstellungsservice u. Messebau GmbH, have concluded an agreement on the joint processing of personal data for the purposes of processing the activities listed under section 7. This agreement regulates who fulfils which obligation according to the GDPR and other national data protection laws of the Member States as well as other data protection provisions. We will gladly make this agreement available to you free of charge at any time. All provisions in this Privacy Policy therefore also apply to the areas of joint responsibility.

You can demand or assert your data subject rights (see section 9 of this privacy policy) in areas where we are jointly responsible against both Messe Congress Graz Betriebsgesellschaft m.b.H. and AMB Ausstellungsservice u. Messebau GmbH. Internally of course, the company (Messe Congress Graz Betriebsgesellschaft m.b.H. or AMB Ausstellungsservice u. Messebau GmbH) only processes the data, if this is necessary for the purposes of processing.

9. **HOW LONG WILL YOUR DATA BE RETAINED?**

We will only retain your data for as long as is necessary for the purposes we collected your data for. We store your personal data in any case as long as there are statutory retention obligations (e.g. Austrian

Commercial code – *UGB*, Austrian Federal Fiscal Code – *BAO*, etc.) or limitation periods for potential legal claims (in certain cases up to 30 years) have not yet expired.

10. WHAT DATA PROTECTION RIGHTS DO YOU HAVE AND HOW CAN YOU ASSERT THESE RIGHTS?

Under applicable law, you are entitled, among other things,

- to check whether and which personal data we process about you and to receive copies of these data,
- to rectification, completion of personal data that are inaccurate or have been processed in an unlawful manner,
- to request the erasure of data,
- to require us to restrict the processing of personal data,
- to object to the processing of personal data,
- to require data portability, and
- to know the identity of third parties to whom the personal data are transferred.

You may claim or assert your rights against Messe Congress Graz Betriebsgesellschaft m.b.H. or, in areas of joint responsibility, against AMB Ausstellungsservice u. Messebau GmbH.

If we process your data on the basis of your consent, you have the right to withdraw this consent at any time by e-mail to office@mcg.at or by post to Messe Congress Graz Betriebsgesellschaft m.b.H. This does not affect the lawfulness of data processing carried out up to this time. In the event of joint responsibility, you have the right to withdraw your consent at any time by sending an e-mail to office@mcg.at or office@ambgraz.at or by post to Messe Congress Graz Betriebsgesellschaft m.b.H. or AMB Ausstellungsservice u. Messebau GmbH. This does not affect the lawfulness of data processing carried out up to this time.

You also have the right to lodge a complaint with the Austrian data protection authority, or another data protection supervisory authority in the EU, particularly at your place of residence or place of work.