

DATA PROTECTION STATEMENT of ms&e trading gmbh

Our claim: Pursuant to Article 24 of the GDPR, ms&e trading gmbh shall take into account the varying likelihood and severity of risks to the rights and freedoms of natural persons, ms&e trading gmbh shall take all appropriate technical and organisational measures to ensure that all personal data are processed in accordance with the Regulation. Pursuant to Art. 32 of the GDPR and Sections 6 and 54 of the Data Protection Act 2018 appropriate protective measures are taken for all data, but also always consider the risk to the data subjects (risk to rights and freedoms of the data subjects).

The review of the appropriateness of the respective measures is carried out on an annual basis by internal audits and, if necessary, by audits by a data protection officer for the company ms&e trading gmbh.

From this expertise, the technical and organisational measures for the processing of personal data in compliance with the regulations are carried out.

Pursuant to Article 30 of the GDPR, this processing directory is to be drawn up without that a compliant processing directory is required from a certain size of business size (250 employees) or if sensitive data are processed, or if a core activity or extensive and the existence of a core activity or extensive and systematic monitoring.

WHO WE ARE:

Contact details:

ms&e trading gmbh

Herbeckstrasse 52

1180 Vienna

office@msetrading.at

+43 (1) 505 3000

Responsible person:

Martin Seidl

Address like above

Owner

WHAT CATEGORIES OF DATA DO WE PROCESS - WHY/WHERE DO WE GET THEM?

Supplier data

The supplier data is data of employees of suppliers, which are collected for the purpose of carrying out the business (delivery - service). Data is collected on the basis of an enquiry with suppliers from the reaction of the suppliers with a respective contact person at ms&e trading gmbh, stored and thus used for a processing activity which is based on the legal basis of a business relationship/business activity.

Employee data

Employee data is processed in accordance with the GDPR on the basis of legal grounds (legal obligation, storage period). Special consideration is given here to the possibility of the sensitive data that could pose an increased risk to the rights and freedoms of data subjects. Special technical (privacy by design) and organisational measures, this data is specially protected in accordance with the GDPR.

Customer data

Data that is collected from customers has been collected in accordance with an offer or a marketing measure. Data taken from general business registers and public registers concerning legal persons and used for the purpose of initiating a business relationship are only valid from the customer's organisation.

This storage of data, which - by its very nature - precedes the actual business purpose is based on the legal grounds of the "business purpose" and the "justified interest of the data controller", since a business activity without a contact person and without the possibility to address potential customers would be impossible and thus not in the sense of the legal mandate of the DSGVO Article 1 Paragraph 3.

Furthermore

ms&e trading gmbh processes personal data for which it has the express consent of the data subject, which takes the form of the handing over of business cards with the associated request to get in touch and thus also to store the data.

Requests for counselling services for individuals and organisations are handled in the same way as all other initial contacts with data subjects in familiarisation with the Data Protection Regulation (DSGVO). Depending on the business transaction and depending on the risk assessment for the persons concerned, ms&e trading gmbh will in future, in addition to the general terms and conditions of business, ms&e trading gmbh will in future also data protection statement as a condition for the establishment of a business purpose. The above-mentioned conditions are not limited by the prohibition of tying. Furthermore, the data processing operations of customers are also DSGVO-compliant, in so far storage, transmission and storage period are based on a legal basis (legal ground). - e.g. BAO - or for warranties and legal claims on the part of the responsible party or the data subject.

WHAT DO WE PROCESS PERSONAL DATA FOR?

Data collection, data acquisition, data storage, data modification/addition, data views, data transfers and data deletions are to be carried out as individual processing operations must always be carried out on the basis of a legal ground. The purposes are deliveries and services, employee contracts, legally binding transmissions to the authorities, so the purposes of the data processing - whether conventional or in electronic facilities - are company control, employee coordination, employee payment, employee documentation and social and tax law obligations towards employees and towards the public authorities. Specific purposes of data processing are the production of proper accounting (tax documentation, as well as the processing of business transactions with both suppliers and customers).

Furthermore, personal data is stored for a legal reason (e.g. consent), in order to be able to carry out marketing measures within the legal basis (e.g. TKG). In any case,

in these circumstances the consent of the person concerned is obtained (clear declaration of intent).

WHERE DOES THE DATA GO?

We only pass on data if this is to fulfil a specified business purpose in the interest of the person concerned.

interest of the person concerned is to be fulfilled. The data is passed on to processors, e.g. accounting and the tax advisor, as well as to banks for the execution of banks for the execution of payment flows, to employees or suppliers - whereby with the the latter do not usually involve any personal data. Further disclosures, e.g. to marketing companies or other institutions or organisations are explicitly not (Good faith).

HOW LONG DO WE STORE THE DATA?

The storage period of the personal data does not extend beyond the business purpose, unless there are legal obligations for a longer storage period or another legal reason such as a predominantly justified interest of the responsible party. (This is specified and justified in the individual case: e.g. guarantees, liabilities). In any case, ms&e trading gmbh reduces the amount of data stored and purges the personal data after the cessation of business purposes, but if retention periods or other legal obligations, ms&e trading gmbh will reduce the amount of personal data stored and details that do not need to be retained, as ms&e trading gmbh has no interest in retaining data beyond a generally prescribed retention period without an important and legally justified reason.

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RIGHTS OF DATA SUBJECTS ACC. ART. 12 TO 22 DSGVO:

Every data subject has the right to information. This includes the right to information in the event of

the determination of the data, in particular if the data has been determined via third parties

(rights a priori). The right of information within one month of receipt of a personally identifiable request is the right a posteriori and includes:

- The right to rectification
- The right to restriction and deletion (if there are no overriding legal grounds to the contrary)
- The right to object
- The right to data transfer
- The right to complain to the data protection authority

ms&e trading gmbh complies with its obligation to provide information in full, provides the information free of charge and supports the right of the data subject

to know where the data is being processed. Information free of charge and supports the right of the data subject to know where the data is transferred to and whether it can be and whether they can be read by third parties (e.g. clouds, etc.). In the event of a loss of data (DATABREACH), ms&e trading gmbh will inform the data protection authority within 72 hours of becoming aware of it and the persons concerned if there are risks to their rights and freedoms.