

## Data protection information on email contact

### Description and scope of data processing

*You have the option to contact us via the e-mail addresses provided on our website. In this case, the user's personal data transmitted with the e-mail will be stored.*

- *Email address*
- *Content of the message*
- *Signature if required with*
  - *First and last name*
  - *Address*
  - *Telephone number*
  - *Company*
- *Appendix if required (document attached)*

*The following data is also stored when you submit the message:*

- *The date and time when it was sent*
- *Data volume transferred*
- *User's e-mail system*
- *Encryption strength of the transport*
- *SPAM filter analysis (if necessary, also of the sending system)*
- *Message ID of the sending system*
- *Reply e-mail address*

**Please note:** *Communication by email may be subject to security loopholes despite transport encryption. For example, emails may be stopped and viewed by unauthorised persons during online transmission. If we receive an email from you, we assume that we are entitled to answer you by email. Otherwise we must explicitly refer you to another means of communication.*

*No data will be forwarded to third parties. The data is used exclusively to process your enquiry.*

### Legal basis for data processing

*The legal basis for processing of data transmitted by sending an e-mail is Art. 6 (1) (f) GDPR.*

*If the purpose of the contact is to conclude a contract with the data subject, Art. 6(1)(b) GDPR is the additional legal basis for the processing.*

### Purpose of data processing

*We processing of the personal data transmitted solely in order to process your enquiry. This also constitutes the required legitimate interest in the processing of the data.*

*The other personal data processed during submission is used to prevent misuse of the contact form and ensure the security of our IT systems.*

### **Duration of storage**

*The data entered in the e-mail will be deleted depending on the purpose, as soon as the purpose for the processing is fulfilled, i.e. if the respective conversation with the user is finished and there are no legal considerations (retention periods, traceability) which prevent this.*

*The other personal data processed during submission will be deleted after a period of seven days at the latest, unless they need to be stored longer for verification purposes.*

### **Right to object and right to rectification**

*The user has the possibility of withdrawing his or her consent to the processing and storage of his or her personal data at any time. Personal data stored when contacting us will be deleted, if no legal consideration (retention periods, traceability) prevents this.*

*In case of deletion, the conversation cannot be continued.*

Kropfmühl, 03.02.2020