

## **Data Protection Regulations of the atbRegistration and Appointments Office**

As point of departure, "atb tool" is the designation for the facility which comprises the subject matter of this contract.

The protection of your personal data is a matter of inordinate importance to the atb registration tool operators.

In the following data protection regulations, the atb organisers would like to inform you about how your personal data is processed through the use of the atb registration tool, what parts of such data are accessible, i.e. visible, to you, and what parts are accessible to other users.

These data protection regulations amend and complete the General Terms of Participation of the atb.

### **1. Accessibility of the data protection regulations**

You can call up and print out these Data Protection Regulations from any page of the atb tool through the link designated as "Datenschutzbestimmungen" ("Data Protection Regulations").

#### **Name and contact details**

Responsible for data processing:

##### **Austrian National Tourist Office**

Vordere Zollamtsstrasse 13, 1030 Vienna, Austria

Tel.: +43 1 588 66-0

Fax: +43 1 588 66-40

Email: [datenschutz@austria.info](mailto:datenschutz@austria.info)

### **2. Basic principles of the atb in processing your personal data.**

The atb adheres to the following precepts with regard to your company personal data:

- The atb collects, processes and uses your personal and company data in strict compliance with the data protection laws of the Republic of Austria and the data protection regulations of the European Union.
- The atb utilises your personal and company data exclusively in order to enable you to participate in the atb trade fair and to arrange appointments with other participants. Under no circumstances will the atb pass on such data to third parties or permit any third party access to them for marketing or advertising purposes.
- The profile and contact data entered by you into the registration tool of the atb for purposes of arranging appointments at the atb can be accessed and viewed by other persons registered at the atb (see no. 3. of these data protection regulations). Not included in this package of accessible data are: E-mail address, any and all data with regard to arrival and transfer, and invoice address. Your individual E-mail address will be printed in a directory index, published and provided to participants in printed form at the beginning of the atb.
- Persons who have not registered via the atb registration tool have no access to your company or personal data, i.e. cannot view such data.

### **3. Established glossary terms of these data protection regulations**

The atb uses certain established terms in the description of these data protection regulations. It is advisable to acquaint yourselves with them:

- “Individual data” comprises all individual entries pertaining to your person. “Company data” comprises all individual entries pertaining to the company for which you work.
- The users registered in the atb tool are designated as “atb participants”.
- The required personal and company data which you enter into the atb Services at registration (mandatory spaces) are designated as “Registration details”.
- The page of the atb tool on which the entered personal data is depicted, in accordance with your agreement and the details which you supplied, is designated as your “Profile”.

### **4. What does the atb know about you?**

What do you permit the atb and the other atb participants to know about you? What happens with such data?

#### **4.1 Company details at registration**

In order for your registration at the atb to be complete, certain company data must be collected and processed for purposes of registration. To begin with, this includes the following data:

Mandatory spaces:

- Title, First name, Last name of the individual
- E-Mail address
- Company name
- Street
- Postal code
- Town
- Country
- Business telephone number

Optional spaces:

- Business fax number
- Business URL

Your user name and your password, which are generated upon completion of the registration process and then sent to you in an E-mail confirmation, are under no circumstances and at no time accessible, i.e. visible, to other atb\_sales participants. The management of the event at atb\_sales will under no circumstances pass on such data to anyone else or permit anyone else access to such data. In addition, the following spaces with regard to invoice address must be filled out at registration by a company:

Mandatory spaces:

- Official name of company, for invoice purposes
- First name
- Last name
- Street
- Postal code
- Town, Country

Optional spaces:

- VAT number

## **4.2 Personal details at registration**

Apart from company registration details, each individual who participates in the atb must also supply personal data. This packet of data is intended to permit other atb participants to find and to contact the relevant persons for business purposes.

Mandatory spaces:

- Title, First name, Last name
- Telephone number
- E-mail address

Optional spaces:

- Academic title
- Position/responsibility at company
- Fax number
- URL

## **4.3 Profile data**

For purposes of registering companies and individuals it is also obligatory to supply a contact profile. This is entered with the company profile data and personal data. The profiles must be entered in the registration process of a company or an individual and filled out to completion. The details which are supplied in the profiles can be changed, or added to, at any time in order to provide information which is as accurate and complete as possible. The alterations are visible immediately in the display accessible to other participants. The profile is the very first information which is shown in a search for business contacts. For that reason, a highly comprehensive profile is recommended.

Of the details supplied in the personal and company registration data, the following are accessible, i.e. viewable, by other registered atb participants for purposes of arranging appointments, as soon as an applicant's participation at the atb fair is approved:

- First name, Last name
- Position/responsibility at company
- Name of company
- Town, state and country of company

Any atb participant can call up the entered company and personal data in his/her search for business contacts. In doing so, they can see the above details and also the details which you have entered as your profile.

## **5. Availability/accessibility of your data for persons not registered at the atb**

The atb tool has been constructed in such a way that your data and your profile cannot be accessed, i.e. are not visible, to anybody who is not registered at the atb. Moreover, your data and your profile are not accessible via Internet search machines.

## **6. Appointment management**

The atb tool also enables you to arrange and coordinate appointments with other atb participants. By utilising the search function, you can seek potential business contacts via company name, personal name and/or other parts of the company and individual profiles. Those atb participants with whom you inquire

and try to make contact, i.e. an appointment at the atb, are then saved in your schedule. If the atb participant withdraws this inquiry before you have responded, the inquiry is then automatically deleted from the schedule. All atb participants can accept appointment inquiries from other participants; or they can reject them; or they can suggest a different time for the appointment. Appointment inquiries and confirmed appointments in your schedule are then visible to other participants as "taken" appointment times for you; however, under no circumstances is it ever visible to anyone else with whom your appointment has been arranged, regardless whether the appointment has been confirmed or merely suggested.

## **7. Newsletter and automatic status E-mails**

The atb sends out a newsletter and status e-mails to all atb participants. In the newsletter, the ats informs recipients about current developments and activations in your account in the atb tool. Further, the atb tool automatically sends you news about status changes in your schedule, e.g. appointment inquiries or the confirmation of an appointment with another atb participant about which you inquired. You cannot deactivate, i.e. disable, these news items or the newsletter, since all of these e-mails contain indispensable information with regard to the preparation for participation in the atb. Revoking your agreement to receive such news releases and the newsletter is possible at any time, but we call your attention to the fact that without such essential information about preparation for participation, no further use of the atb tool is possible.

## **8. Cookies**

Following your registration (with user name and password supplied), the atb tool utilises cookies through which you can be identified during the course of your visit. A cookie is saved in your computer. After the end of the computer session, the cookie is automatically dissolved. You can, if you wish, order your computer to "remember login" in order to simplify the registration for an extended period. The cookie then retains parts of your registration data in encrypted form. Automatic registration is possible in two (2) different computers. The atb tool can also be used without needing to activate cookies. The use of cookies can at any time be generally rejected ("disabled") by adjusting the settings of your Internet browser. You can also order your computer to display the enablement of cookies; that way, the user retains the freedom to decide in each individual case whether cookies should be accepted ("cookie warning"). The necessary settings in your Internet browser can be made at the menu listing "Extras/Internet Options" in Internet Explorer by Microsoft or at the appropriate menu spot in other browsers.

## **9. Log files**

For each and every hit, i.e. referral, to a given page, the relevant data are saved in a protocol file in the server log.

The saved data set contains the following information:

- your IP address (through which your computer can be clearly identified),
- the remote host (name and IP address of computer which calls up the page) time, status, transferred data volume and Internet page from which the user came to the page called up (referrer), as well as
- information with regard to the product and version of the utilised browser (user agent).

If you make changes in the registration details (personal and company data, or profile), these changes will be recorded in the protocol and in the data archives. The history of the

alterations in personal and company data is managed in a single space, and the following data is saved:

- User name
- Date of change
- Changed space
- Space value before change
- Space value after change

The history is not accessible for the user (without effect upon user's rights in accordance with Art. 26 of the Data Protection Laws 2000), but is accessible, i.e. available, only to the atb management.

## **10. Changes in the data protection regulations**

The atb reserves the right to change these regulations at any time, should this become necessary due to subsequently recognized lapses or with regard to new services which are made available by the atb. The atb will inform you via E-mail sent to the E-mail address which was entered by you in the registration process about any and all changes in these data protection regulations by the atb. In case this occurs, a new agreement, which thereby becomes necessary, will be sent to you for your confirmation.

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