

Data protection information

04.2021

Data protection is not just a catchword for us; it is an important matter. We take the legal regulations very seriously and have therefore implemented technical as well as organisational measures to ensure that we and our service providers comply with them in full. We would like to tell our customers which data Biz-up collects, how we use the data and how you can arrange for a previously arranged agreement to be withdrawn, and if necessary, for data to be erased.

What does Business Upper Austria – OÖ Wirtschaftsagentur GmbH do? For what purposes is your data processed?

Business Upper Austria – OÖ Wirtschaftsagentur GmbH, company register number 89326m - is Upper Austria's business agency and strictly adheres to these measures to achieve the following:

- sustaining, strengthening and developing Upper Austria as a business and employment location while promoting its international status by offering a sound economy and jobs;
- creating and developing the infrastructure necessary for investment, innovation and technology in Upper Austria;
- promoting company settlement and the expansion of existing business enterprises including identification, securing, planning and development (and, if necessary, acquisition and exploitation) of suitable company settlement zones;
- supporting innovation and technology transfer.

Information about how data is processed

Business Upper Austria – OÖ Wirtschaftsagentur GmbH, company register no. 89326m, processes the following personal data for the purposes of processing order and providing support and information to customers and cluster members or - if the legality of the processing of your personal data is not permitted for other reasons (e.g. legal regulations, contract) - on the basis of your consent: your name; your gender; your company name; your profession and title as well as the industry in which you and your company are active; your contact details (phone, fax, address, email address); data concerning your previous business contacts with Biz-up as well as data needed for processing orders (especially purchase orders and payments); your social media contact details.

Transferring your data to third parties

Biz-up will not publish your personal data or transfer it unlawfully - i.e. without your permission - to third parties. In special cases (in the case of grants, for example) the processing also involves passing on your data to third parties, such as our owners, our grant providers and/or cooperation partners (e.g. Land Upper Austria to improve the way we fulfil our tasks during cluster cooperation projects or relocation projects or to optimise networking between Upper Austria and Upper Austrians abroad as part of the Upper Austria International programme; to cooperation partners (particularly to companies based in Upper Austria, research centres and other institutions) for measures concerning providing grants, job market policy or shared organisation and hosting of events as part of our business objective). To fulfil our tasks we also sometimes work with sub-contract processors (such as printers). Your data that you make available to us as a cluster member will be transferred to other cluster members in fulfilment of our tasks as a cluster organisation.

In addition, Biz-up can be legally obliged to issue data when undertaking, exercising or defending legal claims in front of an authority.

Withdrawal of your consent

Providing the legality of processing your personal data is not permissible for other reasons (e.g. due to legal requirements or in fulfilment of a contract), you can withdraw the consent you previously granted for processing this data or the sending newsletters, invitations to events or other information material with immediate effect (e.g. by email or by fax). By withdrawing permission, the legality of the data processed as a result of granting permission before it was withdrawn remains unaffected. In situations where we need to ask permission to process your data, we will request your permission in advance.

Transmission of third party data to Biz-up

Please note that if you have given consent not (only) for your own personal data, but those of third parties, for example also of your employees, to be transmitted, Biz-up assumes that you have the authorisation to do so and that Biz-up may process this data. In this respect Biz-up is indemnified and held harmless.

Information sent by post or email on relevant products and services

Please note that as a customer or cluster member Biz-up will send you by post or email information on relevant products and services (newsletters, industry news, invitations to events etc.). In doing so we process your name, email address, postal address and data relating to your previous business contacts with Biz-up. You can reject the sending of this information at any time by sending an email to: datenschutz@biz-up.at or a letter to: Business Upper Austria – OÖ Wirtschaftsagentur GmbH, Hafenstraße 47-51, 4020 Linz.

Regulations regarding your permission to process photographs/films

During events hosted by Business Upper Austria – OÖ Wirtschaftsagentur photos and/or videos in which you will be visible as a participant of the event may be recorded and processed - electronically and also in excerpts - by Business Upper Austria – OÖ Wirtschaftsagentur GmbH – and then used, published and distributed through a variety of media. If you do not agree to this and advise us accordingly (by email or post etc.), we will naturally prevent processing and publishing in this way. The data processed until that data will not be affected by the withdrawal of agreement.

Regulations regarding your permission to be recorded in our database of cluster members or in a list of participants at events

Providing the legality of processing your personal data is not permissible for other reasons (e.g. due to legal requirements or in fulfilment of a contract), you can withdraw your permission to be recorded in the database as a cluster member or in a list of participants for events in which you take part with immediate effect (e.g. by email or by fax). By withdrawing permission, the legality of the data processed as a result of granting permission before it was withdrawn remains unaffected.

Online meetings, online events, etc,

We use Microsoft 365 and Microsoft Teams for our general office communications as well as for conference calls, online meetings and/or video conferencing. If we record online meetings, we will tell you before we start and - if necessary - ask for verbal consent. If you do not want to be part of a recording, you can leave the online meeting.

If the results of an online meeting need to be logged, we will log the chat content.

Microsoft 365 and Microsoft Teams are a service provided by Microsoft Ireland Operations, Ltd. We have concluded an order processing agreement with the provider for this purpose.

Different types of data are processed when using Microsoft Teams. The scope of the data also depends on the information you provide before or during an online meeting.

The following personal data are subject to processing:

- User details: display name, email address, profile picture (optional), preferred language
- Meeting metadata: e.g. date, time, meeting ID, phone number, location
- Text, audio and video data: In some meetings you have the option to use the chat function. In this case, the texts you enter are processed in order to display them in the online meeting.

Data from the microphone of your device and from the video camera of your device are processed during the meeting to enable the display of video and the playback of audio. You can turn off the camera or mute the microphone yourself at any time using the Microsoft Teams app.

If there is no specific contractual relationship with you, the legal basis for the processing of your personal data is Article 6 para. 1 lit. f) of the GDPR. Or main interest here is the effective running of online meetings.

Storage duration

We store your data for the purposes mentioned for a period of ten years from the last time you had contact with us. Data that is necessary for the carrying out, exercising or defence of legal claims in front of an authority can in the case of a dispute be stored until the matter has reached its legal conclusion.

Information about your rights

Under the provisions of applicable and valid laws you are entitled among other things to (i) ask Biz-up whether and which data Biz-up has stored about you and request copies of this data, (ii) demand that personal data which is incorrect or is not being processed in compliance with the law to be corrected, supplemented or deleted, (iii) demand that we limit the processing of your personal data (iv) under certain circumstances to disallow the processing of your personal data or to withdraw the permission you previously granted for processing, (v) demand data transferability and (vi) to know the identity of third parties to whom your data have been transmitted. In order to exercise these rights or obtain more information, please send an email to: datenschutz@biz-up.at.

If you are of the opinion that we are processing your data unlawfully you can complain to the Austrian data protection authority (www.dsb.gv.at) or to the relevant supervisory body (if you live and/or work in a member state outside Austria).

Contact details of the data protection officer

Business Upper Austria – OÖ Wirtschaftsagentur GmbH, company register no. 89326m
Headquarters: Hafenstraße 47-51, 4020 Linz
County commercial court Linz
Email: datenschutz@biz-up.at
VAT No.: ATU 37311609