

**Information sheet on data processing
according to the General Data Protection Regulation (GDPR)
for users of the "Tracker Checker" application**

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I. Name and contact details of the controller

The controller within the meaning of Article 4(7) GDPR is:

comic corporate migration centre gmbh

Karlsplatz 3/19

1010 Vienna

Tel: +43-1-5033000

Email: tc@comic.support

II. Processing purposes and legal bases

The processing of your personal data (Art. 4 para. 2 GDPR) is carried out in accordance with the applicable data protection regulations. The legal basis for the processing of your personal data is regulated in Art 6 GDPR.

The processing of your personal data depends on the respective purpose of the data processing. We rely on the fulfilment of your contract with us or pre-contractual enquiries, on the fulfilment of our legal obligations and, if the balance of interests is in our favor, on the protection of our legitimate interests. Our legitimate interests consist primarily in the relevant and appropriate relationship between you and our company, namely your customer relationship, as well as in ensuring the security of our IT systems and networks and preventing fraud or misuse of services. If necessary, we process your personal data on the basis of your consent, if and insofar as you have given it to us in a separate process.

We process your personal data on the basis of the aforementioned legal bases for the following purposes:

- a) receipt and processing of orders, provision of our contractual services and processing of payments for our services;
- b) handling communication with you in connection with your orders and our services, answering your enquiries addressed to us, investigating your complaints, error messages or claims;
- c) ensuring the technical functionality and integrity of Tracker Checker, troubleshooting and data backup;
- d) fulfilment of the obligations imposed on us by accounting and tax regulations and compliance with our statutory documentation and retention obligations;
- e) appropriate legal defense and pursuit of interests should a legal dispute arise during or in connection with a valid contractual relationship.

III. Personal data that is collected and processed

We collect and process the following personal data in connection with the Tracker Checker application:

- a) e-mail address,
- b) first name and surname,
- c) residential address,
- d) payment data,
- e) server Log Files (point VIII. **Fehler! Verweisquelle konnte nicht gefunden werden.**).

We do not process any special categories of personal data.

In principle, we collect your personal data directly from you, in particular on the basis of your details, your communication with us or your visit to Tracker Checker. We may also collect your personal data via your employer's HR department or your company's Global Mobility department.

The provision of your personal data is voluntary, but failure to provide it would mean that we would not be able to conclude the contract, fulfil our contractual obligations towards you, comply with our legal obligations and operate our company with due care.

IV. Recipient of the data

Within **comic corporate migration centre gmbh**, only those departments that need your personal data to fulfil contractual, legal and supervisory obligations and legitimate interests will have access to it.

In addition, we may transfer your personal data relevant in the specific case to the following recipients if this is necessary for the above purposes:

- the IT service providers commissioned by us;
- payment provider;
- professional advisors, in particular accounting service providers, tax consultants, auditors or lawyers.

These recipients are contractually obliged by us to process your personal data only within the scope of the provision of services and in compliance with the relevant provisions of the GDPR.

We do not pass on your data to any other third parties, whether by sale or exchange or in any other way, unless you give us your express consent to do so.

V. Transfer to a third country

- **If your employer is based outside the EU/EEA/Switzerland:**
The personal data was provided to us by the employer and is therefore still available to the employer in the third country.
- **If your employer's Global Mobility department is located outside the EU/EEA/Switzerland:**
The Global Mobility department also has access to personal data from third countries, unless the employer has instructed us to restrict access to the EU area only.
- **If you are outside the EU/EEA/Switzerland:**
The personal data was provided to us by you and is therefore still available to you from the third country.

Any further transmission to a third country does not take place.

Processing takes place exclusively within the EU, namely in Frankfurt am Main (Germany) and Paris (France).

VI. Storage duration of personal data

Your personal data will be deleted if it is required for the fulfilment of the aforementioned purposes or if this is required by law. Your personal data will therefore be stored for the duration of the contract and also after termination of the contract as long as it is necessary for the assertion, enforcement and defence of claims in connection with the contract, for the fulfilment of statutory retention and documentation obligations (e.g. UGB, BAO), and beyond that, taking into account the limitation periods, but for a maximum of 10 years after fulfilment of the contract.

VII. Revocation of consent

If you have consented to the processing of your personal data for a specific purpose, you can freely revoke this consent at any time by sending us a letter or e-mail and we must stop processing this data. This does not affect the legality of the processing carried out up to the time of cancellation.

VIII Server Log File

For the purpose of monitoring the technical function and increasing the operational security of the Tracker Checker web server, as well as for the implementation of technical security measures and troubleshooting, we process the following data in a server log file on the basis of our legitimate interests (Art 6 para 1 lit f GDPR):

- called content,
- time of the accessed content,
- browser type / browser version.

These server log files are necessary to ensure the proper functioning of the system and to enable the use of the required services.

This data is only stored temporarily for a period of one month, but is not personalized. After this one month, these server log files are deleted. The IP address of the person accessing the website is not stored.

IX. Your rights

You have the right to information about processed data, correction of incorrect data, deletion, restriction of processing, in certain cases to object to processing and to data portability. If you believe that your personal data is not being processed in accordance with the GDPR or that your data protection rights have been violated in any other way, you have the right to lodge a complaint with the supervisory authority (data protection authority).

Further information on your rights can be found in Appendix A.

X. Definitions

Personal data	Information relating to an identified or identifiable natural person.
Processing	Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
Person responsible	A natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.
Processor	A natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

Appendix A

INFORMATION SHEET **about your further rights**

1. In accordance with Article 15 GDPR, you have the right to request confirmation (**information**) from a controller as to whether, how and which personal data concerning you is being processed.
2. In accordance with Article 16 GDPR, you have the right to obtain from the controller without undue delay the **rectification of** inaccurate personal data concerning you. Taking into account the purposes of the processing, you also have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
3. In accordance with Article 17 GDPR, you have the right to demand that a controller **erase** personal data concerning you without undue delay. A controller is obliged to erase personal data without undue delay, in particular if
 - a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed, or
 - b) you withdraw your consent on which the processing was based and there is no other legal basis for the processing, or
 - c) you object to the processing pursuant to Article 21 (1) GDPR and there are no overriding legitimate grounds for the processing, or you object to the processing pursuant to Article 21 (2) GDPR, or
 - d) the personal data have been processed unlawfully.
4. Pursuant to Article 18 GDPR, you have the right to obtain from the controller **restriction of processing** where one of the following applies:
 - a) the accuracy of the personal data is contested by you, for a period enabling the controller to verify the accuracy of the personal data,
 - b) the processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead,
 - c) the controller no longer needs the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defense of legal claims, or
 - d) you have objected to processing pursuant to Article 21 (1) GDPR pending the verification whether the legitimate grounds of the controller override your grounds.

We will examine the reasons you have given for the restriction. If this shows that the conditions for a restriction do not (or no longer) exist, we are entitled to cancel this restriction. We will of course inform you before cancelling the restriction.

5. Pursuant to Article 21 GDPR, you have the right to **object**, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is carried out in the public interest or in the exercise of official authority vested in the controller or a third party, or for the purposes of the legitimate interests pursued by the controller or by a third party. Where personal data are processed for direct marketing purposes, you have the right to object at any time to processing of personal data concerning you for such marketing.

The objection must be sent to the following address: E-MAIL tc@comic.support

You can also send your objection by post to the address given under point I. In any case, we kindly ask you to enclose a copy of a valid official photo ID in order to ensure clear identification.

6. In accordance with Article 20 GDPR, you have the right to receive the personal data concerning you, which you have provided to a controller, in a structured, commonly used and machine-readable format. You also have the right to have the personal data **transmitted** directly from one controller to another, where technically feasible.

If you are interested in obtaining the data provided to us, we will be happy to make it available to you in pdf or excel format.

7. In accordance with Article 77 GDPR and Section 24 DSG 2017, you have the right to **lodge a complaint with the data protection authority** if you believe that the processing of your personal data violates the GDPR or the fundamental right to data protection in accordance with Section 1 DSG 2017.

Address: Austrian Data Protection Authority
Barichgasse 40-42
1030 Vienna
Austria

Web: www.dsb.gv.at