

Dear Business Partner,

the trusting and responsible handling of personal data is a central component of the corporate culture at XIT-cross information technologies GmbH (hereinafter referred to as "**CrossIT**"). The processing of the personal data of our customers, interested parties, contractors and providers, suppliers as well as partners (each a "**Business Partner**") is therefore only carried out in accordance with the provisions of the EU General Data Protection Regulation (GDPR) and all other applicable legal provisions.

CrossIT takes appropriate technical and organisational security measures within the meaning of Article 5 para. 1 lit. f and Article 32 GDPR to protect your personal data against unlawful or accidental destruction, damage, alteration and against unauthorised disclosure or access. Our security measures are continuously evaluated and revised in accordance with technological developments.

As it goes without saying that we comply with the principles of fair and transparent processing and our information obligations under the GDPR, this information sheet informs you about the most important aspects of data processing in the context of our business relationship and explains the rights to which you are entitled.

## 1. Legal basis and purposes of processing:

We process your data, according to the nature of our business relationship, on the following basis:

- You have shown interest in receiving information from us about certain services or offers.
- We provide services in the run-up to possible contract conclusions.
- We fulfil services contractually agreed with your company.

We process your provided personal data for the following purposes:

- Communication with business partners about services and projects, e.g. to process enquiries from the business partner or to provide technical information about services;
- Planning, execution and administration of the (contractual) business relationship between CrossIT and the business partner, for example to process the order of services, to file payments, to perform maintenance activities or for accounting and billing purposes;
- Implementation of marketing campaigns, events or similar actions;
- Compliance with legal requirements (e.g. tax and commercial law retention obligations, information and reporting obligations) as well as existing obligations to carry out compliance screenings (e.g. to prevent white-collar crime or money laundering);
- Maintaining and protecting the security of our services, service optimisation and quality assurance, prevention and detection of security risks, fraudulent actions or other actions taken with intent to harm;
- Conducting audits and certifications by auditing and tax consulting companies;
- Settlement of legal disputes, enforcement of existing contracts and for the assertion, exercise and defence of legal claims.

Within the scope of the aforementioned purposes, personal data will only be processed by CrossIT on the basis of your consent (Art. 6 para. 1 lit. a GDPR) or in order to fulfil the contract concluded with you or to carry out the pre-contractual measures requested by you (Art. 6 para. 1 lit. b GDPR).

If you have consented to processing, processing will only take place in accordance with the purposes and to the extent agreed in the declaration of consent. You may revoke your consent at any time.

In the course of our business activities, we also process your data to fulfil compliance as well as legal recording, information and reporting obligations (Art. 6 para. 1 lit. c GDPR).

Based on a balancing of interests, data processing may take place beyond the actual fulfilment of the contract in order to safeguard legitimate interests on our part (Art. 6 para. 1 lit. f GDPR). CrossIT's legitimate interest lies in the initiation, implementation and processing of the business relationship or the performance of audits by auditing and tax consulting companies.

## 2. What information does CrossIT process and how is this data collected?

CrossIT is the controller within the meaning of the GDPR for personal data collected and processed within the scope of the business relationship. Personal data is any information relating to an identified or identifiable natural person. Personal data may include, for example, name, address, company or company register data.

In particular, we process information that is provided to us by the data subject himself or that comes from publicly accessible sources (e.g. company register, land register, media). In addition, information may be generated automatically by us when you communicate via CrossIT's systems, e.g. by sending e-mails. Furthermore, personal data may arise and be processed in the context of reports, assessments, internal investigations or business correspondence.

The following personal data may be processed within the scope of the business relationship:

- **Personal details** such as, in particular, title, name, gender and date and place of birth.
- **Contact information and communication data** such as, in particular, address, postcode, place of residence, telephone and fax numbers and e-mail address.
- **Company data, in** particular company register data, UID number or group of companies.
- **Payment data** such as, in particular, bank data and information required for the processing of payment transactions or for fraud prevention.
- **Order data** such as, in particular, the subject of the delivery and service, project details, payment orders, bonus and commission data or documentation data.
- **Legitimation and authentication data** such as, in particular, identity card data or specimen signature.
- **System usage data** such as, in particular, access rights, access or connection data.

If you do not provide us with the required data, we will usually have to refuse the conclusion of the contract or the execution of the order or will no longer be able to perform an existing contract and consequently terminate it. However, you are not obliged to give your consent to

data processing with regard to data that is not relevant for the performance of the contract or that is not required by law.

### 3. To which third parties is personal data transmitted?

CrossIT may transfer your personal data to:

- companies affiliated with CrossIT within scc EDV Beratung AG, i.e. scc including its subsidiary and associated company HR-Force EDV Beratung GmbH, if this is necessary in connection with the initiation, implementation or settlement of the business relationship;
- IT and back-office service providers and processors who process data as part of your service provision;
- Auditing and tax consulting firms, insofar as these are required in the course of an audit;
- Third parties if this is necessary to comply with applicable law or to assert, exercise or defend legal claims (e.g., in connection with legal proceedings, authorities or legal advisors).

Personal data is only transmitted to the extent that this is absolutely necessary to achieve the purpose. In fulfilment of legal obligations, CrossIT also transmits personal data to public authorities (e.g. social insurance institutions or tax authorities). No data beyond the legal obligations will be disclosed to public bodies.

As a matter of principle, personal data is not transferred to recipients in third countries - i.e. countries outside the EU or the EEA. If, in exceptional cases, such a transfer is nevertheless planned, the data subjects will be informed separately.

### 4. How long do personal data remain stored?

The data transmitted by you as well as information collected in the course of the business relationship will generally be stored for the duration of the entire contractual relationship (from the initiation to the processing to the termination of the contract). Your data will only be stored beyond this period as a result of statutory storage and documentation obligations, which result, among other things, from the Business Code or the Federal Fiscal Code. Furthermore, personal data will be stored for as long as necessary to enforce potential legal claims.

## 5. What rights do you have with regard to your personal data?

In accordance with the provisions of Articles 15 to 22 of the GDPR and the conditions regulated therein, you have the following rights:

- obtain information about the data processed about you ("right to access to personal data");
- request the correction or completion of inaccurate or incomplete personal data ("right to rectification");
- request the deletion of the personal data concerning you ("right to erasure");
- request the restriction of the processing of your data and object to certain processing ("right to restriction of processing" and "right to object"); as well as
- To receive your data in a structured, common and machine-readable format and to transfer this data to another controller ("right to data portability").

Please direct all enquiries in this regard to [datenschutz@crossit.at](mailto:datenschutz@crossit.at).

If you are of the opinion that the processing of your personal data violates applicable data protection law or that your data protection rights have been violated in any other way, you can complain to the competent supervisory authority ([www.dsb.gv.at](http://www.dsb.gv.at)) in accordance with Art 77 GDPR.

## 6. Revocability of consent given

If you have given us consent to process your personal data, you have the right to revoke this consent at any time with effect for the future.

Please note, however, that this revocation does not affect the lawfulness of the processing carried out on the basis of the consent until the revocation and that we may be entitled or obliged to process certain personal data on the basis of legal obligations for a period extending beyond the time of the revocation.

## 7. Contact and further information

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