

## **BFW – PRIVACY POLICY**

For us the protection of your personal data is of special concern. Your data are processed exclusively on the basis of legal regulations (GDPR, TKG, 2003). In this privacy policy we inform you about the most important aspects of data processing within our website and web services.

### **Contact data**

If you contact us either by using the form on our website or by email, your data will be stored in order to process your request or for follow-up action. This information will not be disclosed to third parties without your explicit consent.

### **Data storage – WebShop**

For the sake of easier shopping and for the purpose of subsequent contract processing with Cookies the IP data, email address, name and address of the subscriber will be stored.

In addition, for the purpose of contractual handling your personal data will be stored. The data provided by you are required to fulfil the contract or to carry out pre-contractual measures. Without these data we will not be able to conclude a contract with you. The data will not be disclosed to third parties.

After termination of the shopping process the data stored with us will be deleted. In the case of a contract, all data from the contractual relationship are stored until the tax retention period expires.

The data, name, address, purchased goods and date of purchase are being stored until the end of product liability. Data processing takes place on the basis of the legal provisions of § 96 (3) TKG and Art 6 para 1 lit a (consent) and/or lit b (necessary for fulfilment of the contract) of GDPR.

### **Cookies**

We use Cookies to make your visit on our website even more personal and user-friendly. These are small text files that are placed on your computer by means of the browser. They are not harmful. Some Cookies remain on your device until you delete them. They allow us to identify you as you visit us again.

You may also set up your Internet browser in a way to delete or block Cookies. Disabling Cookies may restrict the use of our website.

### **Google Analytics**

This website uses functions of Google Analytics, a web analysis service provided by Google LLC 1600 Amphitheatre Parkway Mountain View, CA 94043 USA. Analysis data are transferred to a non-European third country (USA). These are Cookies which allow an analysis of the use of the website. The information generated thereby is transmitted to the server of the provider and stored therein. You can prevent the Cookies from being stored by selecting the appropriate settings in your browser. Note: By doing so may mean you will not be able to enjoy the full functionality of this website.

We have concluded a corresponding data processing contract with the provider. The relationship with the web analytics provider is based on an Appropriateness Decision of the European Commission (EU-US: "Privacy Shield"). Data processing takes place on the basis of the legal provisions of § 96 para 3 TKG and Article 6 para 1 lit a (consent) and/or f (legitimate interest) of GDPR.

Our concern in the sense of the GDPR (legitimate interest) is the improvement of our offer and Web presence. Because the privacy of our users is important to us the user data are pseudonymized. User data are stored for a period of 18 months.

### **Newsletter**

You can subscribe to our newsletter via our website. For this we need your email address and a declaration that you agree to receiving our newsletter.

You can cancel the subscription to the newsletter at any time. Please send your cancellation request to the following email address: [bibliothek@bfw.gv.at](mailto:bibliothek@bfw.gv.at). You can also find the link for termination at the end of each newsletter.

We will then immediately delete all your data in connection with the newsletter mailing.

### **Your legal rights**

Your legal rights comprise the rights of information, correction, cancellation, restriction and data portability. If you believe that the processing of your data violates data protection laws or if your data protection claims have been injured otherwise you may complain to the regulatory authority. In Austria this is the Data Protection Authority.

You can reach us at the following email address: [datenschutz@bfw.gv.at](mailto:datenschutz@bfw.gv.at).

Issues concerning data protection will be transmitted immediately via [datenschutz@bfw.gv.at](mailto:datenschutz@bfw.gv.at) to the data protection officer.