

Information pursuant to Articles 13, 14 and 21 of the General Data Protection Regulation (GDPR)

Business Partner

Dear Business Partner,

We hereby inform you, in accordance with Articles 13, 14 and 21 GDPR, about the processing of your personal data by us and about the rights to which you are entitled. The specific data processed and the manner in which it is used depend primarily on the services requested or agreed upon.

1. Who is responsible for data processing and whom can I contact?

These privacy notices apply to the processing of personal data in the context of business relationships with companies of the neeyo Group.

The controller responsible for the processing of personal data is the respective company with which you maintain a business relationship or which processes your data in the specific case.

Companies of the neeyo Group include in particular:

neeyo Austria GmbH

(formerly DocuMatrix GmbH)

Mühlfeldstraße 4

3441 Einsiedl

Austria

neeyo Deutschland GmbH

(formerly Formware GmbH)

Stangenreiter Straße 2

83131 Nußdorf am Inn

Germany

neeyo Schweiz AG

(formerly Documatrix Schweiz AG)

Marktgasse 37

8400 Winterthur

Switzerland

The above-mentioned companies operate under a unified external appearance using the neeyo brand.

Data Protection Officer

For data protection-related enquiries, please contact the following:

For neeyo Austria GmbH and neeyo Schweiz AG: dsb-at@neeyo.io

By post to:
Mühlfeldstraße 4
3441 Einsiedl
Austria

For neeyo Deutschland GmbH: dsb-de@neeyo.io

By post to:
Stangenreiter Straße 2
83131 Nußdorf am Inn
Germany

2. What sources and data do we use?

We process personal data that we receive from you in the course of our business relationship or when initiating a business relationship.

Where necessary for the provision of our services, we also process personal data that we lawfully receive from other companies or third parties (e.g., for the performance of contracts or based on your consent).

In addition, we process personal data obtained from publicly accessible sources (e.g., commercial registers, media), where legally permissible.

Relevant personal data may include in particular:

- Master data (name, company, position, business address)
- Contact data (business email address, telephone number)
- Contract, service and billing data (e.g., offers, contracts, invoices, payment information including bank details/IBAN, payment status)
- Data relating to representation and signing authority
- Communication data (e.g., emails, meeting notes)
- Visitor and event data (e.g., attendance lists; photographs only where processed lawfully)

3. For what purposes do we process your data and on what legal basis?

We process personal data in accordance with the GDPR.

a) For the performance of contractual obligations (Art. 6(1)(b) GDPR)

Processing is carried out for the provision of services and delivery of goods, for the performance of contracts, and for contract initiation, preparation of offers and contract negotiations.

Further details can be found in the respective contractual documents and terms and conditions.

b) On the basis of legitimate interests (Art. 6(1)(f) GDPR)

Where necessary, we process your data to safeguard our legitimate interests or those of third parties, for example:

- Review and optimisation of internal business processes
- Advertising, market and opinion research, provided you have not objected
- Assertion of legal claims and defence in legal disputes
- Ensuring IT security and IT operations
- Prevention and investigation of criminal offences
- Video surveillance for security and evidence purposes
- Measures for building and access security
- Business management and further development of services and products

c) Based on your consent (Art. 6(1)(a) GDPR)

Where you have given us consent to process personal data for specific purposes (e.g., newsletters), processing is based on your consent.

Consent may be withdrawn at any time with effect for the future.

d) Due to legal obligations (Art. 6(1)(c) GDPR)

We are subject to various legal obligations, in particular under the Austrian Commercial Code (UGB) and the Federal Fiscal Code (BAO). Processing carried out to fulfil legal requirements is based on these obligations.

The applicable legal provisions depend on the respective responsible entity and its registered office.

4. Who receives my data?

Within our company, only those departments that require your personal data to fulfil contractual and legal obligations have access to it.

We also use processors in accordance with Art. 28 GDPR, particularly in the areas of:

- IT services
- Logistics
- Printing services
- Telecommunications
- Debt collection
- Consulting
- Sales and marketing

Appropriate data processing agreements have been concluded with all processors.

Personal data is only transferred to other recipients if permitted or required by law. Such recipients may include public authorities (e.g., tax authorities or supervisory authorities).

Further information on specific recipients can be provided upon request in accordance with Art. 15 GDPR.

5. Is data transferred to a third country or international organisation?

Any transfer of personal data to countries outside the European Union (third countries) or to international organisations takes place only in compliance with Articles 44 et seq. GDPR.

Where such transfers occur, they are based in particular on:

- An adequacy decision of the European Commission pursuant to Art. 45 GDPR (e.g., EU-US Data Privacy Framework, where the recipient is certified), and/or
- Appropriate safeguards pursuant to Art. 46 GDPR, in particular the Standard Contractual Clauses (SCCs) adopted by the European Commission, together with supplementary technical and organisational measures where necessary.

Further information on the safeguards applied can be provided upon request.

6. How long is my data stored?

We process and store your personal data for the duration of our business relationship, including the initiation and performance of a contract.

In addition, we are subject to statutory retention and documentation obligations, in particular under applicable commercial and tax laws of the respective responsible entity.

The applicable retention periods are generally between two and ten years.
In addition, longer retention periods may apply due to statutory limitation periods.

7. What data protection rights do I have?

You have the right to:

- Access (Art. 15 GDPR)
- Rectification (Art. 16 GDPR)
- Erasure (Art. 17 GDPR)
- Restriction of processing (Art. 18 GDPR)
- Data portability (Art. 20 GDPR)

You have the right to lodge a complaint with a competent data protection supervisory authority.
The competent supervisory authority depends on your place of residence, your place of work or the place of the alleged infringement.

8. Am I obliged to provide data?

Within the scope of our business relationship, you must provide only the personal data necessary for establishing, performing and terminating the business relationship or which we are legally obliged to collect.

Without this data, we will generally be unable to conclude or perform a contract.

9. Is there automated decision-making?

We do not use solely automated decision-making within the meaning of Art. 22 GDPR. Should this change in individual cases, we will inform you separately where required by law.

10. Is my data used for profiling (scoring)?

Within the business relationship, we may analyse information from our cooperation (e.g., contractual and payment behaviour) to assess business risks and prepare decisions (profiling within the meaning of Art. 4(4) GDPR).

However, no solely automated decision-making takes place; decisions are always taken by a natural person.

We do not use profiling for direct marketing purposes.

Information on your right to object (Art. 21 GDPR)

1. Case-by-case right to object

You have the right, on grounds relating to your particular situation, to object at any time to the processing of personal data concerning you where such processing is based on Art. 6(1)(f) GDPR. This also applies to profiling based on this provision.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defence of legal claims.

2. Right to object to direct marketing

In individual cases, we process personal data for direct marketing purposes. You have the right to object at any time to the processing of personal data concerning you for the purpose of such marketing.

If you object to processing for direct marketing purposes, we will no longer process your personal data for these purposes.

If you wish to exercise your data protection rights or object to the processing of your personal data, you can contact the following:

For neeyo Austria GmbH and neeyo Schweiz AG:

dsm-at@neeyo.io

For neeyo Deutschland GmbH:

dsm-de@neeyo.io