

## SCOPE

These data protection guidelines apply to all courses, study programmes, examinations and training measures (hereinafter referred to as "courses" and "events") which are provided by BFI WIEN and for which personal data are being processed.

For independent commercial schools with public status according to Austrian statutory provisions, in-company trainings and events commissioned by the Public Employment Service Austria (AMS) or a comparable institution, separate data protection guidelines shall apply.

## DATA PROCESSING CONTROLLER AND CONTACT DETAILS

Berufsförderungsinstitut Wien (BFI Wien)  
Alfred-Dallinger-Platz 1, 1030 Vienna  
Email: [information@bfi.wien](mailto:information@bfi.wien)  
Phone: +43 1 811 78-0  
Fax: +43 1 811 78-10330  
Central Index of Associations number (ZVR): 022826001  
Contact: Data processing controller BFI WIEN: [datenschutz@bfi.wien](mailto:datenschutz@bfi.wien)

## INFORMATION ON THE COLLECTION OF DATA

Your personal data will be collected electronically and processed in compliance with our legal and contractual obligations to you as our customer.

We collect personal data from you as our potential or current customer only directly from you or via your employer, provided your employer registers you for a course or event. We collect your personal data either in connection with course and event quotations and registrations or in connection with our newsletters. This includes the following types of data:

Title, first name, surname, occupation, social insurance number, delivery address (private or professional), invoicing address, if different from delivery address, landline/mobile phone number, fax number, email address, preferences for mailing of event information, topics and events indicated as preferred; in case of company registrations: company name, contact person(s) including contact details, title, if any, first name and surname of employees registered by the company.

## INFORMATION ON THE PURPOSES OF DATA PROCESSING

The data referred to above will be processed partly or wholly in automated form to the extent that is necessary for the respective purposes listed below:

- Provision of quotations
- Provision of Information to potential and current customers on our courses and other events by email
- Organisation (including registration confirmation, cancellation information, information on remaining course places, inclusion in a list of participants, which involves handing out the list to the participants of the respective course), provision, documentation (including course attendance confirmations) and the invoicing of courses and events (including invoices, reminders and, where required, further steps to ensure payment of outstanding invoices)
- Compliance with legally required documentation and transfer obligations to third parties, especially obligations related to taxation as well as to the settlement of claims in connection with the funding of courses and events, whereby the data necessary for funding purposes (especially name, address, social insurance number, course data) are passed to the respective funding bodies
- Compliance with obligations to potential and current customers to notify a data breach to the respective supervisory authority

## INFORMATION ON CONSENT AND WITHDRAWAL OF CONSENT

By registering for events and courses you will provide BFI WIEN with a separate declaration of consent concerning the processing and use of your data. You can withdraw the consent you have given at any time. Your withdrawal is not subject to a particular form ([information@bfi.wien](mailto:information@bfi.wien)).

In case you have provided us with an email address (and a mobile phone number), any information related to the organisation, provision and documentation, if any, of the respective course or event will be sent electronically to this email address and, where adequate, to this mobile phone number, until you withdraw your consent to the processing of these personal data.

In addition, we will use the email address you have provided us with to inform you on our courses and other events by newsletter until you withdraw your consent. We will do so only on the condition that we obtain the respective address-related data directly from you in connection with the registration for the performance of our service and on the condition that although prior to giving consent you have been informed on your right to withdraw your consent at any time, you do not refuse your consent to this form of information provision at the time when your personal data is collected or withdraw this consent at any later date time. In addition, as addressee of the newsletter you will have the possibility of withdrawing your consent each time you receive a newsletter by email to [information@bfi.wien](mailto:information@bfi.wien). The withdrawal of your consent will not affect the lawfulness of the use of the respective data before your withdrawal.

## TRANSFER OF PERSONAL DATA TO THIRD PARTIES

All personal data will be processed confidentially under the application of adequate data security measures. A disclosure of personal data of course participants by transfer to third parties other than BFI WIEN shall only be made for the purposes of fulfilling contractual obligations in connection with the participation in online courses (e.g. provision of access to [lynda.com](http://lynda.com), whereby personal data [name and email address] will be transmitted to a US server), for the purposes of complying with legal obligations in connection with taxation, for the purposes of fulfilling obligations to funding bodies such as the Public Employment Service Austria (AMS) in connection with funding to an extent that is necessary for these purposes (invoice and payment data; in connection with funding bodies especially name, address, social insurance number and course data) and for the purposes of issuing external examination certifications.

## DURATION OF DATA STORAGE

The personal data of course participants including course attendance confirmations and certificates issued by BFI WIEN will be deleted by BFI WIEN as soon as these data are no longer necessary for the purposes for which they were collected and for the performance of the service BFI WIEN agreed to provide.

## RIGHT TO OBJECT AND RIGHT TO DATA ERASURE

Should a customer only object to the processing of certain categories of his/her personal data (e.g. the email address) for the purposes of being provided with direct information on our courses and other events or withdraw his/her consent to a certain form of mailing or information provision for such purposes, we will comply with this request for erasure without undue delay, where technically feasible, by restricting the processing of the respective data accordingly.

Should a customer request the erasure of his/her data, their data will be deleted without undue delay, unless there are contractual or legal obligations which prejudice the application of the right of erasure. We will inform the customer without undue delay on the respective measure taken in response to his/her request.

## RIGHT TO ACCESS AND RIGHT TO LODGE A COMPLAINT

Upon providing proof of his/her identity in suitable form each course participant has the right to obtain from BFI WIEN access to the personal data concerning him/her which are being processed by BFI WIEN and, to an extent that is adequate in the respective case, the right to rectification of inaccurate data, the rights to restriction of processing and to erasure of, if applicable, unlawfully processed data. In case of a violation of the above-mentioned rights each participant has the possibility of lodging a complaint with the supervisory data protection authority.