

## **Conditions of use and data protection information about the website**

The www.biz-up.at website is operated by Business Upper Austria – OÖ Wirtschaftsagentur GmbH, Hafenstraße 47-51, 4020 Linz (referred to here as "we" and "us"). This information describes how we as the people responsible for protecting data process your personal data in connection with this website and which conditions of use apply to you.

### **1. Copyright/Intellectual property/Right of use:**

(1) All content on our website, including graphic design and all elements such as images, logos, videos, illustrations, graphics, are protected by copyright. They may not be copied, distributed, saved or used in any other way without our express written permission. This website is designed to provide you with information only.

(2) We explicitly state that this website does not provide licences to use intellectual property contained on this website.

(3) Breach of these terms of usage obliges you to immediately destroy all content and entitles us to claim compensation.

### **2. Liability/Warranty:**

(1) This website is made available free of charge. We strive to ensure that the information provided is up-to-date, correct and complete. However, we assume absolutely no liability or warranty for the content of this website, especially in terms of the accuracy, completeness and validity of the information provided or its use for specific purposes, or for technical services, in particular relating to the availability of the services and storage of data.

(2) We only assume liability for data transferred/stored by third parties if we acknowledge that we have violated the law. We do not continuously monitor data transferred/stored by third parties. Any content that is acknowledged to violate the law will be removed immediately. We are not liable for damages and disadvantages of any kind that (can) arise from the use of such information.

(3) Our website, which we operate as a purely service-oriented information platform, contains free of charge links to third-party websites. These are not considered content of our website. We assume no liability for these websites or for the information they contain.

(4) The exclusion of liability according to paragraphs 1, 2 and 3 is - especially as far as scale of fault is concerned - applies to the scope/extent that is (just) permissible by law.

### **3. Processing and recording personal data in connection with our website**

#### **A. Which data we process about you**

(1) When you visit our website, the following information in particular is recorded by us or by Google Analytics: the date and time that you open a page on our website, your IP address, the name and version of your web browser, the website (URL) you visited before coming to our website, certain cookies (see item B below) and any information that you yourself provide.

(2) Your IP address is recorded during your visit to our website and processed by our IT system for the purposes of IT security and the evaluation of user behaviour and to analyse the performance of our website.

(3) There is no obligation for you to actually enter any data that we ask you for while you are visiting our website. However, if you do not do this then it will not be possible for you to use all the functions of the website.

(4) On this website there is a CV platform. With registering a user profile, you provide us your data of your own free will. We will use the information that has been available to use for the purpose intended.

**B. Cookies**

(1) This website uses cookies. A cookie is a small file that can be saved on your computer when you visit a website. Cookies are generally used to offer users additional functions on a website. For example, they can be used to make it easier for you to navigate through a website, to make it possible to return to the place on a website where you were last time you visited, and/or to save your preferences and settings for the next occasion you return to the website. Cookies can access other data on your computer and read or change them.

(2) Differentiation is made between session cookies and permanent cookies. Session cookies are normally deleted automatically as soon as you close the browser.

(3) Permanent cookies have a set validity period. They remain on your computer until you delete them manually from the computer or their particular validity period has expired. Once this period has expired, these cookies are generally deleted. We use permanent cookies in order to recognise you again next time you visit our website.

(4) We currently use the following cookies when working with Google Analytics:

<b>Name</b>	<b>Purpose</b>	<b>Validity or storage duration</b>
_gat	Is designed to slow down the query device.	One minute
_gid	Is designed to identify the user.	24 hours
_ga	Is designed to identify the user	Up to two years

(5) If you want to control the cookies on your computer you can block them, or delete them if they have already been saved on your computer. If you would like more information on how to do this, please refer to the help section in your browser.

(6) Please note that blocking or deleting cookies will have a negative influence on your online experience and could prevent you from using the full functionality of this website.

**C. Google Analytics**

(1) This website uses Google Analytics, a web analytics service provided by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help analyse how you use the site. We process your data based on our largely justified interest to create easy-to-use website access statistics cost-efficiently (article 6 para. 1 (f) of the General Data Protection Regulation).

(2) The information created by the cookie on your use of this website (including your IP address and the URLs of the websites visited) are transmitted to the Google servers in the USA where they are saved. We do not save any of your data that are recorded in connection with Google Analytics.

(3) This website uses the option of anonymous IP addresses offered by Google Analytics. Your IP is therefore shortened/anonymised by Google as soon as Google receives your IP address. On our behalf, Google uses this information for the purpose of evaluating your use of the website, compiling reports on website activity and providing other services relating to website activity and internet usage. Google will not associate your IP address obtained by Google Analytics with any other data held by Google.

(4) You can prevent the storage of cookies by appropriate settings in your browser software. Please note that in doing so you may not be able to use all the functions of this website. You can also prevent Google from recording your data in connection with Google Analytics by downloading and installing the browser add-on available at the following link: <http://tools.google.com/dlpage/gaoptout?hl=en>.

(5) You can also prevent Google Analytics from obtaining your data when visiting this website by clicking on the link below. This sets an opt-out cookie which prevents your data from being collected when visiting this website.

`<a href="javascript:gaOptout()">Google Analytics deaktivieren</a>`

(Note: the associated JavaScript code can be found here <https://developers.google.com/analytics/devguides/collection/gajs/?hl=de#disable>)

(6) More information on Google's terms and conditions of use as well as Google's data protection declaration can be found here <http://www.google.com/analytics/terms/de.html> or at <https://www.google.at/intl./at/policies/>.

#### **D. Social media widgets**

(1) Social media plug-ins (e.g. Instagram, Facebook, Xing, YouTube) are linked to the website so that you can reach our social media pages directly from the website. These plug-ins can contain cookies from the respective social media platform. Please note that Business Upper Austria has no influence on or access to the cookies used by these providers.

#### **E. Purposes of data processing**

(1) We will process your personal data for the following purposes:

- to make this website available to you and to improve and develop this website moving forward;
- to create usage statistics;
- to detect, prevent and investigate attacks to our website;
- to create a user profile on the CV platform and to provide your application data for companies

#### **F. Legal grounds for processing**

- (1) The legal grounds for processing your personal data are our legitimate interest (in accordance with article 6 para. 1 (a, b and f) of the EU General Data Protection Regulation), with the objective of achieving the purposes mentioned under item 3.C.
- (2) Please note that if you have given permission not (only) for your own personal data, but also on behalf of a third party, Biz-up assumes that you have the authorisation to do so. In this respect Biz-up is indemnified and held harmless.

#### **G. Transmission of your personal data**

(1) For the purposes mentioned above, your personal data is sent to the following processors:

- IT service providers employed by us
- Marketing companies employed by us to send out information

#### **H. Duration of data storage**

- (1) If you log in to our website (e.g. to register for the CV platform, an event or subscribe to a newsletter) we will only save your data for the duration for which you have granted your permission, or for which legal obligations stipulate, or that is permissible for other reasons.

- (2) The duration of saving the data on the CV platform is limited with the duration of the registration of the user profile. If you don't revise your profile within 6 months, your profile will be deleted automatically.

#### **I. Your rights in connection with personal data**

(1) Among other things, you are entitled (under the provisions of applicable law) (i) to check whether and which personal data we have stored about you and receive copies of this data, (ii) demand that personal data which is incorrect or is not being processed in compliance with the law to be corrected, supplemented or deleted, (iii) demand that we limit the processing of your personal data (iv) under certain circumstances to disallow the processing of your personal data or to withdraw the permission you previously granted for processing, (v) demand data transferability (vi) to know the identity of third parties to whom your personal data have been transmitted and (vii) to complain to the relevant authorities.

### **5. Children and young people**

(1) For Business Upper Austria data protection means a lot more than just words. That is why it is important to us that children and young people are especially protected against the processing of their data. Before you have reached a certain age, it is difficult to understand what can happen when data you have provided is processed. Please note, therefore, that we do not process data belonging to children and young people under the age of 16. We would appreciate it if people below this age limit do not log on to our website to obtain the information on offer, newsletters, etc.

### **6. Changes**

(1) Our user and data protection regulations are updated continuously. So that you can see that our guidelines have been updated, there is a status date at the end of the document.

### **7. Questions on our terms and conditions of use and data protection**

(1) If you have questions or concerns on the above mentioned terms and conditions of use or regarding the processing of your personal data, you can contact us at any time:

Business Upper Austria – OÖ Wirtschaftsagentur GmbH  
Hafenstraße 47-51, 4020 Linz  
datenschutz@biz-up.at

### **8. Gender terms**

(1) It is often difficult to use gender-neutral formulations in texts. If gender-specific formulations have been used on our website, please accept that they are supposed to be gender-neutral and apply to everybody.

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