

Data protection information for business partners of QPS Austria GmbH

This data protection information describes how we process your personal data in the course of our business contact with you.

1. Purposes of data processing

We will process the categories of your personal data mentioned in the **Annex** for the following purposes:

- Maintaining business operations;
- Processing an order/contract/project, etc.;
- Contact data management;
- Communication and communication management;
- Client loyalty management;
- Internal and external documentation and record keeping requirements;
- Storage of backups;
- Participation in the Group System Data Network of QPS Holdings, LLC (parent company);
- Business partner qualification;
- Project acquisition, project management, project documentation and project execution
- Accounting and reporting obligations;
- Organization of business travels;
- Building security: access, visitor, and authorization management;
- Settlement of insurance-relevant claims;
- Processing of payment transactions;
- Processing of grants (application, implementation, accounting);
- Compliance with statutory reporting and information obligations;
- Litigation settlement;
- Event planning and event handling;
- Public relations;
- Newsletter (separate data protection information concerning the sending of the newsletter);
- Website development (separate data protection information concerning the website www.qpsneuro.com).



We collect this personal data in the course of our business contact either by you providing us the data yourself or from other sources in the course of various operational processes and procedures.

There is no obligation to provide us with the personal data that we ask you to provide. However, certain processes as well as the internal and external communication may be delayed or even be impossible if you do not provide your personal data. Should the provision of your data be mandatory by law in some cases, we will inform you of this separately.

2. Categories of data processed and legal basis for processing

We process the categories of your personal data listed in the **Annex** based on

- our overriding legitimate interest (Art 6 para 1 lit f GDPR), which is to efficiently structure and manage our business processes, as well as our internal and external communications, and/or
- the performance of the contract concluded with you or in order to take steps prior to entering into a contract, insofar as this is necessary (Art 6 para 1 lit b GDPR), and/or
- the necessity to comply with legal obligations to which we are subject (Art 6 para 1 lit c GDPR), and/or
- your express consent (Art 6 para 1 lit a GDPR).

3. Transfer of your personal data

If necessary for the above-mentioned purposes, we will transfer your personal data to the following categories of recipients:

- QPS Holdings, LLC and corporations that belong to our group of companies;
- Authorities: tax authorities, various authorities;
- Funding agencies: FFG and SFG funding agency, EU funding body/EU portals, AWS, AMS;
- Clients, sponsors, business partners;
- Insurance institutions (e.g., AUVA), labor inspectorate;
- Auditors;
- Courts, legal representatives;
- Chartered public accountants, tax consultants;
- Banks and other service providers for the handling of monetary transactions;
- Media editorial offices;
- Travel service providers;
- Cloud Services (e.g., Microsoft Cloud Services, etc.);
- Microsoft (MS Teams);
- Rhenus Office Systems Austria GmbH (storage/archiving).

Some of the recipients mentioned above are located or process your personal data outside your country. The level of data protection in other countries may not be the same as in your country. However, we only transfer your personal data to countries for which the EU Commission has decided they have an adequate level of data protection, or we take measures to ensure that all recipients



have an adequate level of data protection. For this purpose, we conclude, for example, Standard Contractual Clauses as amended. These are available upon request (see Point 6 for contact details below).

4. Storage duration

We store your personal data in any case (i) for the duration of the contract as well as (ii) as long as statutory and contractual retention obligations exist or (iii) as long as any legal claims have not yet become time-barred, for the assertion of which or the defense against of which the personal data is required.

5. Your rights in connection with personal data

Under applicable law, if the relevant requirements are met, you have the right to:

- request confirmation as to whether or not your personal data is being processed by us and to receive copies of any such data (Art 15 GDPR),
- request the rectification or erasure of your personal data (Art 16 and Art 17 GDPR),
- request us to restrict the processing of your personal data (Art 18 GDPR),
- object to the processing of your personal data (Art 21 GDPR),
- request data portability (Art 20 GDPR), and
- lodge a complaint with the data protection authority (Art 77 GDPR).

6. Our contact details

If you have any questions or concerns about the processing of your personal data, please contact us:

QPS Austria GmbH
Parkring 12
8074 Grambach
By mail to the attention of Isabella Reicht
Via email to dataprotection.austria@qps.com

Grambach, May 9, 2023

Annex – Personal data categories:

- **Name:** First name(s), last name, title, salutation, previous name, other name suffixes, initials;
- **Company data:** company name, telephone number, fax number, email address, company register, VAT number;
- **Business contact details:** telephone, email, mobile phone, fax, position, company, online IDs/NICs, nationality/preferred communication language etc.;
- **Business address:** all data specified according to the relevant standard for postal or reporting addresses, e.g., country, postal code, town/municipality, town, district, street, building number, house number, staircase, floor, door, post office box, etc.;
- **Private contact details:** telephone, email, mobile phone, fax, online IDs/NICs, nationality/preferred communication language, etc.;
- **Private address:** all data specified according to the relevant standard for postal or reporting addresses, e.g., country, postal code, town/municipality, town, district, street, building number, house number, staircase, floor, door, post office box, etc.;
- **Image data:** in the form of photos and videos, as well as images for personal identification in relation to contact data;
- **Sound data:** within an audio or a video conference;
- **Health professions master data:** education, qualifications, certificates of competence, professional history, publications, CV/resumes, registration number, additional training plans, travel dates, affiliation to a department, etc.;
- **Date of birth;**
- **Calendar data:** time availability, presence/absence, temporally and spatially location and classification data;
- **Payment information:** e.g., agreed remuneration;
- **Payment processing data:** data for the processing of commercial transactions, e.g., bank details (account, IBAN, BIC/SWIFT), digital Transfer IDs, involved totals and assignment identifiers (payment reference, invoice number, etc.), VAT number;
- **Travel organization data:** flight numbers, booking data, accommodation, rental vehicles, other transport data (train, bus, ship, etc.), travel plans, travel-related ID data, if necessary/desired: emergency contact;
- **Access records:** access rights verification, records on access to the security perimeter and duration of stay;



- **Username and user password:** name, last name, display name, initials, and the corresponding password;
- **IP address;**
- **Data related to litigation:** all documents, protocols, recordings, which are to be transmitted to lawyers/courts within the meaning of the documentation requirements in legal disputes;
- **Case of damage data:** damages/injuries (type/severity), date, time, course of events, involved/affected persons including contact details, parties that must be involved (e.g., insurance companies). If necessary: social security number, gender, employment relationship, job description, working hours, and extracts from the employee master data;
- **Backup data:** security copies of the documents located on the server, which allow for a data recovery in case of system outage or loss of data;
- **Social media data:** data used in social media after you have given express consent (e.g., name, place of residence, job, interests, etc.);
- **Website cookies and tracking data:** a summary of all cookies used by us can be found/accessed through a separate data protection information relating to the website www.qpsneuro.com.