



## Privacy policy

This privacy policy explains which data is collected by baubook and which of these data is processed in which way. This privacy policy applies to all web pages, applications, services, projects or tools (collectively „services“) of baubook GmbH, regardless of how these services are accessed and used.

### 1. Responsible body and rights of the data subject

The responsible body for the collection, processing and use of personal data within the meaning of the DSGVO and TKG 2003 is baubook GmbH (hereinafter referred to as baubook). Imprint see: „www.baubook.info/en/imprint“. As the responsible body, baubook can be reached at the following contacts:

- by mail: baubook GmbH, Alserbachstraße 5/8, 1090 Vienna, Austria
- by e-mail: office@baubook.at

You can obtain information about your data stored by us free of charge at any time and exercise your right to correct, restrict or delete your data. Furthermore, you can object to the processing of your data at any time. To do so, please contact the aforementioned contacts.

### 2. Use of the website

You can reach our websites at [www.baubook.at](http://www.baubook.at) and [www.baubook.info](http://www.baubook.info).

### 3. Use of cookies

baubook uses cookies so that user settings are retained until the next visit, even if the user is not logged in. This concerns, among other things, settings such as product lists (columns, sorting), collapsible areas and filter settings. Cookies are small text files that are stored on your end device with the help of the browser. Cookies do not cause any damage and remain stored on your end device until you delete them. If you do not wish this, you can set up your browser so that it informs you about the setting of cookies and you only allow this in individual cases. If you deactivate cookies, the functionality of our website may be limited.

### 4. Registration for baubook and the baubook newsletter and unsubscription (objection)

Personal data (name, address, e-mail address, etc.) that you provide to us voluntarily, e.g. by registering on baubook or signing up for a newsletter, are used by us for the purpose of providing related services (e.g. downloading baubook data, using baubook tools, sending newsletters, information about educational offers, notifications about projects). You can unsubscribe at any time via a link at the end of the newsletter. Your data will remain stored until revoked, except for a longer Storage period is required for the purpose of fulfilling a contractual/legal obligation or for asserting or defending legal claims.

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## 5. Participation in events

We use your personal data to fulfil the contract we have with you (your participation). This includes:

- Information for trainers, organisers, speakers,
- Administration, documentation, reporting and accounting for clients
- Any settlement of the participation

Your data will remain stored until revoked.

## 6. Project and research partners associated with baubook

We use your personal data to carry out the project agreed with you and to fulfil the order. This includes the exchange of data when:

Investigations of buildings, facilities, mobility aspects

- Implementation of consultations, trainings, events
- Carry out quality assurance
- Registration of data in databases
- Collection and dissemination of best practice
- Publication of project results
- Settlement of participations
- Administration, documentation, reporting and accounting for clients

With the consent of the data subjects, data is occasionally shared with the public. This happens, for example, through publication in newspapers, homepages, public project reports, texts in newsletters, brochures and guides, etc. Your data will remain stored until revoked.

## 7. Information about external service providers / external recipients

Gegebenenfalls geben wir Ihre personenbezogenen Daten an externe Dienstleister, Schulungsreferenten, Projektpartner, Fotografen, ... weiter. Eine solche Datenweitergabe kann erforderlich sein, um Ihnen unsere Dienste im vollen Umfang zu ermöglichen, um unsere gesetzlichen Verpflichtungen zu erfüllen und um Betrug oder rechtswidrige Aktivitäten in Verbindung mit unseren Diensten zu verhindern, zu erkennen, einzudämmen und zu untersuchen. Wir begrenzen dabei die Menge der personenbezogenen Daten, die wir weitergeben, auf das, was unmittelbar zur Erreichung des angegebenen Zwecks relevant und notwendig ist. Ohne ihre ausdrückliche Zustimmung geben wir Ihre personenbezogenen Daten nicht an Dritte weiter. Ihre Zustimmung können Sie jederzeit widerrufen. Eventuell ist mit dem Widerruf eine Einschränkung des jeweiligen Zweckes verbunden.

## 8. Storage period

The length of time we retain personal data can vary significantly depending on the service provided and our legal obligations. Cookies remain stored depending on your computer settings. Data that has been given to us on a voluntary basis (e.g. newsletter) will remain stored until revoked. Data which has been provided by project partners remain stored until revoked, unless we are subject to a longer storage obligation by law or contract. The statutory retention periods apply to data in connection with invoices.

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## **9. Right of appeal to the data protection authority**

If you have any complaints about the processing of your data by the Energy Institute and its data processing activities, you can also contact the supervisory authority Austrian Data Protection Authority, Wickenburggasse 8, 1080 Vienna, Tel +43 1 52152-0,  
E-mail: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at) contact

## **10. General**

We reserve the right to change this privacy policy at any time with effect for the future. The current version is available on our website.

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