

## **DATA PROTECTION DECLARATION FOR CUSTOMERS AND BUSINESS PARTNERS**

This information is intended for customers and business partners (hereinafter "**you**") of Anyline GmbH and its subsidiaries ("**Anyline**" or "**we**");

### **Initiation and implementation of business relationships**

As part of the business relationship with Anyline GmbH, personal data of customers, interested parties, suppliers or other business partners and their employees are processed for the purpose of ordering and delivering products and services, sales activities and their analysis, purchasing, accounting, customer service on the legal basis of an upright agreement or pre-contractual measures as well as for general marketing measures on the legal basis of the legitimate interest in sending direct mail and on the basis of the legitimate interest in efficient business processes.

Names and contact details, any agreements and the communication and order history are processed.

The provision of the aforementioned data is necessary for the business relationship, as contractual or statutory obligations cannot otherwise be met.

The processing takes place on behalf of Anyline GmbH. The data will not be passed on to third parties without consent, unless this is required by law or necessary to fulfill contractual obligations (e.g. transmission to payment service providers for the execution of transfers). Also excluded is the transfer to processors who work exclusively on the instructions of Anyline GmbH, do not use the data for their own purposes and are bound by their own agreements to the data protection obligations of the General Data Protection Regulation.

In some cases, data is also transferred to countries outside the European Union. To safeguard the rights and freedoms of data subjects, agreements have been concluded in accordance with the standard contractual clauses approved by the EU Commission (Art. 46 GDPR) and additional contractual obligations to ensure a level of data protection comparable to that in the EU have been assured by the contractual partner.

The data will be stored for a maximum period of five years from the last contact after expiry of the statutory retention obligations. You have the right to information, correction and deletion of the data, the right to restrict processing, the right to object to processing (in particular with regard to the sending of direct advertising) and the right to data portability to another controller. You also have the right to lodge a complaint with a supervisory authority. For questions about data protection at Anyline in general and to exercise your rights, please contact our data protection officer at: [privacy@anyline.com](mailto:privacy@anyline.com).

### **Participation in online meetings or video conferences**

When conducting online meetings or video conferences, personal data is processed in the form of contact data, video and audio data, as well as device data, diagnostic and telemetry data. This processing is necessary for the fulfilment of contractual obligations or pre-contractual measures (e.g. the employment contract for employees, preliminary discussions for projects), unless other, milder means can be used with comparable efficiency and is only carried out for the duration of the respective meeting.

Data about participation in the online meeting as well as any texts entered by participants in the chat window of the meeting will be deleted after the expiry of the statutory retention obligations (generally seven years).



Capture Opportunities

In exceptional cases, the online meeting will be recorded for the purpose of documentation, quality control or to create minutes. A recording will only take place with the consent of all participants. Consent is requested right before joining a meeting. Recordings are only stored until the respective processing purpose, e.g. the creation and confirmation of minutes, discussion documentation, training of employees, has been completed, but in no case longer than 7 years. Consent is voluntary and can be revoked at any time for future effect. All you need to do is send a written message to our data protection officer at [privacy@anyline.com](mailto:privacy@anyline.com). Anyline uses processors to conduct online meetings who work exclusively on the instructions of Anyline GmbH, do not use the data for their own purposes and are bound by their own agreements to the data protection obligations of the General Data Protection Regulation. In some cases, this may also involve a transfer to countries outside the European Union. In order to ensure the rights and freedoms of data subjects, agreements were therefore concluded with processors in accordance with the standard contractual clauses approved by the EU Commission (Art. 46 GDPR) and additional contractual obligations were assured by the processors to ensure a level of data protection comparable to that of the EU.

### **Electronic signing of agreements with DocuSign**

When electronic signatures are obtained for agreements with Anyline GmbH using the "DocuSign" tool, personal data is processed for the purpose of verifying the correctness and integrity of the signature. This data includes your name, e-mail address and the date and time of your signature. This data is stored for at least the term of the agreement and thereafter for the applicable statutory retention periods. In general, this means a retention period of at least seven years, but in some cases it can also be 30 years.

The data processed when obtaining electronic signatures will not be passed on without consent. Exceptions are the transfer to processors who work exclusively on the instructions of Anyline GmbH, do not use the data for their own purposes and are bound by their own agreements to the data protection obligations of the General Data Protection Regulation, as well as the transfer of diagnostic and telemetry data, which are necessary for the operation and security of the infrastructure of the signature system and may in principle also contain personal data, to DocuSign Inc, 221 Main St, Suite 1550, San Francisco, CA 94105, USA (DocuSign). In order to ensure an adequate level of data protection for this transfer of data outside the European Union, DocuSign undertakes to comply with binding internal data protection regulations (Binding Corporate Rules pursuant to Art. 47 GDPR), which have been submitted to a European supervisory authority for review and accepted.

### **Participation in events and webinars**

When organizing events, names and contact details, the data provided by you when registering and information about participation, as well as photo and video documentation are processed for planning, implementation and documentation purposes. This is done in the legitimate interest of ensuring the smooth running and documentation of the events held.

### **Photo and video recordings at events**

For advertising purposes in corporate communications (e.g. photos on the website, in the newsletter, brochures, press articles, social media), your personal data is processed in the form of photos or video recordings.

Anyline may also publish photos and video recordings of you on social media (e.g. LinkedIn, Facebook, Instagram, Twitter or X,...).



Capture Opportunities

The data is passed on both to processors (e.g. photographers, or the technical processing of the recordings, for data storage, as well as the creation of information material, etc.), who may not, however, use the data for their own purposes and are bound by their own agreements to the strict provisions of the General Data Protection Regulation, and to media companies and other companies within the Anyline group of companies for the same advertising purposes.

### Larger events with registration

When you participate in events, the distribution of photos and video recordings of the event for marketing purposes and for the purpose of documenting the company history is of great interest to both Anyline and partner companies. Photo and video recordings for marketing purposes are not intended to identify or monitor individual persons, but primarily to convey the atmosphere of the event. However, it may well be the case that smaller groups of people or even individuals are recorded.

In this situation, the photo and video recordings are processed and passed on on the basis of Anyline's legitimate interest in media reporting.

If you do not want this, you have the option of informing our staff when you enter the event, in which case you will receive a corresponding ribbon or a visitor's card, which signals to the photographer and the marketing team that you do not wish to be included in photos.

The data is deleted by Anyline when there is no longer a need for the recordings.

### Small events

At small-scale events such as training courses, seminars, product promotions, user research and the like, photos and video recordings and, if applicable, your name will only be passed on to the media mentioned for publication with your express consent.

The data may be processed by Anyline until consent is withdrawn, but may be deleted by Anyline before then if there is no longer a need for the recordings.

Together with the consent to the publication of photos and video recordings in social media, you also give your express consent in accordance with Art 49 para. 1 lit a GDPR that the data may be transferred to countries outside the European Union where there is no comparable level of data protection.

Consent is voluntary and can be revoked at any time with effect for the future. All you need to do is send a written message to our data protection officer at [privacy@anyline.com](mailto:privacy@anyline.com).

### **Controller**

The controller within the meaning of the GDPR is Anyline GmbH, Zirkusgasse 13/2B, 1020 Vienna, Austria, Tel.: +43 1 9972856, E-Mail: [privacy@anyline.com](mailto:privacy@anyline.com).

### **Your rights as a data subject**

As a data subject, you have the right to information about your stored personal data, its origin and recipients and the purpose of the data processing at any time. You also have the right to rectification and data portability and, where applicable, to object to, restrict the processing of or erase incorrect or inadmissibly processed data.

To exercise your rights and for questions about data protection, please contact our data protection officer at [privacy@anyline.com](mailto:privacy@anyline.com)



If you are of the opinion that the processing of your personal data by ANYLINE violates the applicable data protection law or your data protection claims have been violated in any other way, you have the option of complaining to the data protection authority.

## **Appendix**

### **Declaration of consent**

#### **Photo and video recordings for advertising purposes and social media**

- o *YES, I agree to the publication of photos and videos of my person on Anyline's website, in other offline and online publications of Anyline as well as the forwarding to regional, national and international media companies for marketing purposes. Furthermore, I agree that photos and videos of my person may also be used in Anyline's social media channels for marketing purposes. This may also involve the transfer of data to countries outside the European Union, in particular to the USA. Your rights may be restricted, which may result in a loss of control over your data. Anyline or the group of companies has no influence on the further processing of this data.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date, Signature