

DATA PROTECTION STATEMENT

1. Personal data

We, pariasek holper Rechtsanwälte (Dr. Susi Pariasek, Mag. Beate Holper), process and use your personal data solely with your consent as a client or if so instructed for a purpose agreed with you or when there is another legal basis provided for in the General Data Protection Regulation (GDPR), always with due regard to the data protection and civil law provisions.

We collect only such personal data as are required by us to handle and perform our work as lawyers including any obligations contracted by us in our capacity of court-appointed insolvency administrators, or furnished to us by you on a voluntary basis.

Personal data mean any data that include individual information on personal or business relationships, including but not limited to name, address, e-mail address, telephone number, birthday, age, gender, social insurance number, video recordings, photographs, voice recordings of individuals, as well as biometric data such as fingerprints. Sensitive data such as health data or data in connection with criminal proceedings may be included in this definition.

2. Information and deletion

As our client and generally as a concerned party, and with due regard to the lawyer's duty of secrecy, you are at all times entitled to be informed of your personal data stored by us, their origin and recipients and the purpose of the data processing, and you have the right to have them corrected and transferred, to object to them, to restrict their processing and to have incorrect or improperly processed data blocked or deleted.

To the extent that any changes in your personal data should occur we would ask you to inform us accordingly.

You have at all times the right to revoke your consent to the use of your personal data. Your request for information, deletion, correction, objection and/or data transfer, which last is subject to the provision that it does not involve the spending of excessive resources, may be addressed to the law office's address given in Item 10 of this statement.

If you consider that our processing of your personal data violates the applicable data protection law or that your data protection requirements have been injured in any other

way you may complain with the relevant supervisory body which in Austria is the Data Protection Authority.

3. Data security

Your personal data are protected by organisational and technical arrangements, chiefly with regard to protecting them against access, processing, loss, use and manipulation in an unauthorised, illegal or accidental manner.

Irrespective of our efforts to maintain a constantly adequate high level of care it is conceivable that information you supply to us via the internet may be seen and used by a third party.

Please note that we shall not be liable in any way whatsoever for the disclosure of information due to errors in data transfer not caused by us and/or unauthorised access by a third party (such as a hacker attack of email accounts or telephone lines, interception of fax messages, etc.).

4. Use of data

We do not process any data made available to us for any other purpose than that stated in the client contract, by your consent, the purposes defined by the legal obligations of insolvency administrators (for more details on this point see Item 5) or other purposes covered by the GDPR, except as necessary for statistical purposes provided that the data made available have been anonymised.

5. Obligation of data processing within the scope of insolvency administration

Under Section 81a of the Insolvency Code, the court-appointed insolvency administrator must promptly obtain detailed knowledge of the economic situation, the previous management, the causes of the financial collapse, the risk of job losses, third-party assumptions of liability and all facts that are of importance for creditors' decision-making.

The insolvency administrator must furthermore promptly identify the status of the estate, ensure that assets are included and debts identified, especially by examining claims filed, and to carry on legal disputes that concern the estate either partly or in whole.

The insolvency administrator must, moreover, promptly examine whether the business can be continued or relaunched, further whether a reorganisation schedule would be in the joint interest of the creditors and whether its realisation will be feasible.

In order to meet these legal responsibilities, the insolvency administrator will in particular:

- make enquiries with courts (such as enquiries regarding lists of attachments) and government authorities (such as the inland revenue service, health insurance fund, social insurance institutions, municipal governments, car registration authorities, etc.);
- inspect and process the debtor's books and other records;
- make enquiries with banks;
- contact creditors, suppliers, customers, service providers (such as tax consultants, bookkeepers, wage accountants, etc.) and staff members of the debtor.

Moreover, the insolvency administrator collects and processes the data of creditors who file claims in the insolvency proceedings so that the registers and lists required for insolvency proceedings can be drawn up and distributions made to creditors. Furthermore, the data of parties owing to the estate are collected and processed so that the estate's claims can be asserted and enforced. All business-relevant data are collected and processed so that the recording and accounting regulations in terms of commercial, tax and insolvency law can be complied with. The same applies to the data of employees currently or previously employed by the debtor with regard to the employer's duties which need to be met by the insolvency administrator.

6. Disclosure of data to third parties

In order to comply with your instructions it may be necessary to disclose your data to third parties (such as the opposite party, substitutes, insurers, service providers which we use and provide with data, etc.), courts or government authorities. Such disclosure of your data will be done solely on the basis of the GDPR, especially in order to comply with your instructions or due to your previous consent or due to our legal obligations as a court-appointed insolvency administrator (see also Item 5).

Please note that third parties may regularly obtain information about you specifically concerning facts and cases within the scope of our legal representation of your interests.

Some of the above recipients of your personal data may reside or process your personal data outside your own country. The level of data secrecy in other countries may not necessarily be up to the standard prevailing in Austria.

However, we supply our personal data only to such countries with regard to which the EU Commission has decided that 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 which purpose we enter into standard agreements (2010/87/EC and/or 2004/915/EC).

7. Notification of data breaches

We will use our best efforts to make sure that data breaches will be discovered early and, if necessary, promptly reported to you and/or the responsible supervisory authority, including the data categories affected.

8. Data storage

We will not store data longer than is necessary to comply with our contractual and legal obligations and to defend ourselves against liability claims, if any.

9. Server log files

In order to optimise this website with regard to system performance, user-friendliness and provision of useful information on our services, the website provider automatically registers and stores information in so-called server log files which your browser automatically sends to us. This comprises your internet protocol, IP address, browser and language setting, operating system, referrer URL, your internet service provider and the date and time.

These data are not consolidated with personal data sources. We reserve the right to check these data if there is a concrete suspicion of illegal use.

10. Our contact data

It is very important to us to safeguard your data. We are available for your questions or revocations during our office opening hours (Mondays to Thursdays 9 am to 5 pm; Fridays 9 am to 3 pm).

By email at office@anwaltwien.at

By telephone at +43 1 533 28 55; by fax at +43 1 533 28 55 28

By mail at pariassek holper Rechtsanwälte, Heinrichsgasse 4, A-1010 Vienna

Vienna, October 2018