

Data protection information for accountancy clients

We take the protection of your data seriously and would like to inform you about our data processing in accordance with the Data Protection Act as follows:

- a) The processing purposes and their legal basis
- b) The type of personal data categories, the origin of the data, the storage period and any transfer of personal data abroad
- c) The legal basis for data forwarding
- d) Information about automated individual decision-making
- e) Your rights

a) The processing purposes and their legal basis

Processing purpose	Legal basis
Correspondence	Art. 6 Para. 1 Letter f, GDPR
Master data administration for legal entities	Art. 6 Para. 1 Letter c, GDPR
Central document management for mandates/business documents	Art. 6 Para. 1 Letter c, GDPR

b) Description of data categories and their processing

Correspondence				
Data category	Description	Storage period	Origin	Transfer abroad
e-mail correspondence	Enquiries, orders, clarifications, invitations	2 years after receipt	Directly collected	No

Master data administration for legal entities				
Data category	Description	Storage period	Origin	Transfer abroad
Client contact data (e.g. contract accounting)	Company name, address, contact individual	10 years after termination of the contract	Directly collected	No

Central document management for mandates/business documents				
Data category	Description	Storage period	Origin	Transfer abroad
Business documents	Quotes, invoices, correspondence, contracts, agreements	10 years after termination of the contract	Directly collected	No

c) Legal basis for data transfer

Data category	Recipient	Legal basis	Purpose
Business documents	Auditors and Fiscal Authority	Art. 6 Para. 1 Letter c, GDPR	Audit preparation, in the event of Fiscal Authority queries

d) Information about automated individual decision-making

We shall not make any decisions on the basis of your personal data that are based exclusively on the automated processing of your data and that are associated with a legal repercussion for you or that have a significantly detrimental effect on you.

e) Your rights

You are essentially entitled to the right of access, rectification, erasure, restriction, data portability, revocation as well as the right to object. If you believe that the processing of your data is in breach of data protection law or that your rights under data protection law have been violated in any other way, you may turn to the competent data protection authority.

Note:

If you provide us with data of third parties, we shall assume that they have been informed about this by you.