

Privacy Policy – paulread.at

This privacy policy will explain how I use the personal data I collect from you when you use my website.

Topics:

- What data do I collect?
- How do I collect your data?
- How will I use your data?
- How do I store your data?
- What are your data protection rights?
- What are cookies?
- How do I use cookies?
- What types of cookies do I use?
- How to manage your cookies
- Privacy policies of other websites
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- How to contact me

What data do I collect?

I collect the following data:

- Personal/company identification information (name, email address, phone number, VAT number)

How do I collect your data?

You directly provide me with most of the data I collect. I collect data and process data when you:

- Send me an email or call me
- Place an order for any of my services
- Request an offer for any of my services

I may also receive your data indirectly from your colleagues, family members and/or acquaintances who inform me that you are interested in my services.

How will I use your data?

I collect your data so that I can:

- Contact you via email or telephone
- Make offers

- Arrange/change appointments
- Send invoices

With the exception of my tax consultant and the tax authorities of Austria, I do not actively share your data with anyone without your prior consent.

How do I store your data?

I securely store your data on a password-protected computer.

I will keep your data for as long as necessary to fulfil the services I provide and satisfy the requirements of the Austrian tax authorities concerning the retention of data. I will delete your data upon request once this term has expired.

What are your data protection rights?

I would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request copies of your personal data. I may charge you a small fee for this service.

The right to rectification – You have the right to request that I correct any information you believe is inaccurate. You also have the right to request that I complete the information you believe is incomplete.

The right to erasure – You have the right to request that I erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that I restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to my processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that I transfer the data that I have collected to another organisation, or directly to you, under certain conditions.

If you make a request, I have one month to respond to you. If you would like to exercise any of these rights, please contact me using the details found on my website.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit my website, I may collect information from you automatically through cookies or similar technology

For further information, visit allaboutcookies.org.

How do I use cookies?

I use cookies in very limited ways to improve your experience on my website, including:

- Understanding how you use my website

What types of cookies do I use?

There are a number of different types of cookies; however, my website uses:

- **Functionality** – I use these cookies so that I recognise you on my website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. However, no advertising for third-party products or services is displayed on my website.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of my website features may not function as a result.

Privacy policies of other websites

My privacy policy applies only to my website, so if you click on a link to another website, you should read their privacy policy.

Changes to my privacy policy

I keep my privacy policy under regular review and place any updates on this web page. This privacy policy was last updated on 11 January 2021.

How to contact me

If you have any questions about my privacy policy, the data I hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact me using the details found on my website.