

Privacy Notice

Online Privacy Notice

Your privacy is important to us. This privacy statement explains how MH Corporate Finance GmbH (MHCF) will collect, store and process your **Personal Data** in line with the requirements of relevant privacy laws and regulations. (GDPR, DSGVO)

1. Who is responsible for data processing?

The responsible controller is:

MH Corporate Finance GmbH
Krottenbachstraße 198/7, 1190 Vienna, Austria
phone: +43 664 8389626 / e-mail: office@mhcf.at

No data protection officer has been appointed by the company.

2. Which Personal Data is being collected and processed?

In the running and maintenance of our website, we collect and process some Personal Data about you. You provide us with this data directly when you fill in an online contact form. We also collect some information indirectly from you by recording how you interact with our website by using technologies such as cookies. The data we collect can include one or more of the following:

- Contact details: Your first name, last name, email address, phone number, title and company name
- Location data: Your region of residence or business operation
- Use of our site data: Traffic data, location data and IP addresses derived from details of your visits, the pages you have viewed and the resources that you access
- Data contained in your job application

Normally we don't obtain or purchase any data about you from third parties, but if we receive such data, it will be the responsibility of MHCF to ensure appropriate data security.

3. For which purpose do we collect your Personal Data?

We collect and process your Personal Data on the basis of legitimate interest, where both you and MHCF benefit from a business relationship. This may take the form of a contractual requirement, or a requirement necessary to enter into a contract. You are not obliged to provide your Personal Data. However, as a possible consequence of not providing the required data, MHCF may not be able to support your business appropriately. We will not use your Personal Data for automated decision-making processes or profiling.

Providing your Personal Data, helps us in servicing your business, e.g. through:

- Providing you with information you have requested from us
- Recommendations of new products, services and opportunities
- Promotion via direct marketing, newsletters, and sending of relevant articles

We use your Personal Data for the performance of a contract and taking steps prior to entering into a contract:

- Meeting the requirements of our contract
- Enabling commercial conversation between you and MHCF
- Providing you with our services/updates
- Dealing with your requests and/or applications
- Getting in touch in case we need to contact you, for reasons such as policy changes, contractual arrangements or service notifications
- Internal administrative purposes

We use your Personal Data for compliance with legal obligations (regulatory and legal purposes):

- Compliance with statutory retention and documentation obligations applicable to us.

The information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure. If the processing is based on legitimate interests, you have the right of objection.

In any event, we are committed to ensuring that the information we collect and use is appropriate for the purposes above, and does not impact your privacy. We only collect data that is relevant to the purpose of processing and no information is collected without reason.

If MHCF intends to process the Personal Data for a purpose other than those stated in this document, we shall provide you with the appropriate information and request your consent before doing so.

4. With whom will we share your Personal Data?

We will not share your Personal Data with any third party without first obtaining your consent. Should you provide your consent, we will only pass your data on to third parties with whom MHCF has a contractual arrangement in place. They will be obliged to keep your details securely and to use them only for the contracted purpose. When such third parties no longer need your data to fulfil this service, they will dispose of the details in line with MHCF's procedures.

Third parties include the following:

- companies who process Personal Data on MHCF's behalf
- professional advisors (e.g. accountants, lawyers or other consultants)
- courts and administrative authorities

5. Where will your Personal Data be stored?

Personal data collected by MHCF may be stored and processed in your region or in any other country where MHCF or its service providers maintain facilities. MHCF's service providers maintain data centres in Austria and other countries in the European Union.

Normally the primary storage location and any backup location is in the European Union. We take steps to ensure that we process the data we collect according to the provisions of this privacy statement and the requirements of laws applicable at the data location.

6. For how long will we keep your Personal Data?

We govern data retention periods according to specific business-sector requirements and stated practices, as well as the type of data and the context in which we collected the data.

MHCF is required to retain some information in accordance with the law, such as information needed for income tax and audit purposes, for a period no longer than that specified by such laws. We process your Personal Data, as long as necessary, for the purposes described above as well as pursuant to statutory retention and documentation obligations stipulated in particular by the Austrian Commercial Code (Unternehmensgesetzbuch – UGB) and the Federal Tax Code (Bundesabgabenordnung – BAO) or to assert, exercise or defend legal claims for the duration of the statutory statutes of limitation, which, for example pursuant to the General Civil Code (Allgemeines Bürgerliches Gesetzbuch – ABGB) may be 30 years in general, however, in some cases only 3 years.

It is common practice that your data will therefore be deleted after the termination of our business relationship, revocation of your consent or your objection, if storage is not required for the fulfilment of a legal obligation or for the assertion, exercise or defence of legal claims.

Instead of deletion we may carry out anonymization of the data. In this case, any personal reference is irretrievably removed, which is why the data protection obligations to deletion no longer apply and personal reference cannot be restored.

For as long as we maintain a non-contractual business relationship, and notwithstanding any legal requirement, as stated above, we will retain your data for a maximum of 5 years from the last date of contact. After this time, we will permanently dispose of your data.

If you become a client of ours under contract, we will retain your data for the duration of our relationship and, notwithstanding any legal requirement as stated above, for a maximum of 5 years after termination of the contract.

We may retain Personal Data for additional periods depending on individual business needs. You will be contacted and kept informed regarding such requirements. MHCF will always endeavour to only keep your data for as long as deemed necessary.

If at any time before the end of the stated retention period you would like us to remove your data from our database or your preferences have changed somehow, notwithstanding any legal requirement as stated above, please contact us at office@mhcf.at.

7. What are your rights regarding your Personal Data?

Any time while MHCF is in possession of or processes your Personal Data, as the Data Subject you have the following rights:

- The right of access (Art. 15 GDPR): you have the right to request a copy of the information that we hold about you.
- The right of rectification (Art. 16 GDPR): you have the right to correct data that we hold about you that is inaccurate or incomplete.
- The right to be forgotten (Art. 17 GDPR): in certain circumstances, you can ask for us to erase the data we hold about you from our records.
- The right to the restriction of processing (Art. 18 GDPR): where certain conditions apply, you have the right to restrict the processing.
- The right of portability (Art. 20 GDPR): you have the right to have the data we hold about you transferred to another organisation.
- The right to object (Art. 21 GDPR): you have the right of objection to certain types of processing such as direct marketing and automated processing, including profiling. You also have the right to be subject to the legal effects of automated processing or profiling.

Moreover, you have the right to lodge a complaint with the data protection authority in case of a suspected violation regarding your personal data. (see also point 9.)

We will forward all of the above requests should there be a third party involved in the processing of your Personal Data.

8. How can you access and control your Personal Data?

If MHCF holds Personal Data about you, you can request the following information about the processing of the data:

- The identity and contact details of the person or organisation that has determined how and why to process your data
- The contact details of the data protection officer, where applicable
- The purpose of the processing as well as the legal basis for processing
- Information about the legitimate interest of MHCF, if applicable
- Information about the type of data we collect, store and process
- The recipient(s) to whom we will disclose the data
- Information about the transfer of data outside of the EEA, if applicable
- Information about how long we will retain the data

You can also request the following at any time:

- To view, update, correct or delete any of your Personal Data that MHCF holds about you
- To obtain a copy of your data
- To restrict certain access or block certain restrictions
- To restrict certain processing
- To object to any communications
- To withdraw consent

You can send any request to office@mhcf.at. When making requests regarding your Personal Data, you will be asked to verify your identity.

9. Cookies and Google Analytics

Our website uses cookies. Cookies provide information about the details of your online visits, the pages you have viewed and the resources you have accessed. MHCF may use this information to assist in improving our website and targeted marketing. The type of information will be statistical data, such as traffic data, location data and other communication data, such as your IP address. This information cannot be used to identify you directly. MHCF will always ensure the tracking and management of cookies complies with the requirements of relevant privacy laws and regulations.

We use cookies to implement Google Analytics, a service provided by Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA) to track visitor numbers to this website. It is possible to turn off your cookies through your website browser settings however this may affect the functionality and experience of our site. Please visit the help section of your website browser to learn how to turn your cookie settings off.

10. Is my Personal Data used for individual decision-making including profiling?

We do not use automated individual decision-making pursuant to Art. 22 GDPR.

11. How can you file a complaint?

If you wish to make a complaint about how MHCF, or other third parties contracted by MHCF, process your Personal Data, or how we have previously handled your complaint, you have the right to complain directly to the Supervisory Authority:

Österreichische Datenschutzbehörde
Wickenburggasse 8, 1080 Vienna, Austria
phone: +43 1 52 152-0 / e-mail: dsb@dsb.gv.at

12. Who can you contact?

As the data controller, MHCF is responsible for your Personal Data that it collects. Should you wish to contact someone regarding any of the information above, please contact us at office@mhcf.at.