

## EU-General Data Protection Regulation (GDPR)

Legal force: 25.05.2018

### Declaration of Consent for Accounting

The contracting party (customer, firm/company) consents, that the personal data of the contracting party (*forename, surname, in the case of a firm the name of the firm, postal address [street, house number, postcode/zipcode, city, country], VAT-number in case of a European company*) are processed (stored) as hard copy and in electronic form at the company Dr Helmut Berger, Technisches Büro für Ökologie (*Consulting Engineering Office for Ecology*), Radetzkystrasse 10, 5020 Salzburg, Austria. These non-sensitive data are collected on a legal basis. They are necessary and serve exclusively for the purpose of the execution of the contract, for example, the purchase of a book and the resulting acts (preparation of invoice, dispatch of goods). Without these data we cannot make a contract. These data are exclusively used for the execution of the present contract. Firms/companies also accept that their VAT-number is checked for validity at [http://ec.europa.eu/taxation\\_customs/vies/](http://ec.europa.eu/taxation_customs/vies/)

The contracting party (customer, firm/company) consents, that the offer/pro-forma invoice will be sent via unencrypted e-mail. When you send your request via mail to the postal address Dr Helmut Berger, Technisches Büro für Ökologie, Radetzkystrasse 10, 5020 Salzburg, Austria, then the offer/proforma invoice is also sent with mail (dispatch type: non-priority, not registered).

The contracting party (customer, firm/company) agrees to check the personal data on the offer/proforma invoice and the final invoice (which you get with the goods) immediately following the receipt, and to inform the firm Dr Helmut Berger, Technisches Büro für Ökologie so that the data can be corrected (right of adjustment).

The contracting party (customer, firm/company) consents, that a hard copy of the accounts (*invoice, statements of account, business papers with the following data of the contracting party: forename, surname, in the case of a firm the name of the firm, postal address [street, house number, postcode/zipcode, city, country], VAT-number in case of a European company*) is transferred to the tax adviser (processor) Hofer / Papistock, Norbert Brüll Strasse 24, 5020 Salzburg, Austria, for the purpose of accounting (calculation of tax burden of company Dr Helmut Berger, Technisches Büro für Ökologie, Radetzkystrasse 10, 5020 Salzburg, Austria). Of course, some data (forename, surname, postal address) are visible for deliverers (e.g., Austrian Post, German Post) during delivery of the goods. Note: The tax adviser and the deliverers are also subject to the GDPR. In addition, it cannot be excluded that officials of the tax office can see the data during tax inspection.

The contracting party (customer, firm/company) acknowledges and accepts, that the accounts (invoice, statements of account, business papers) have a period of retention of 7 years according to the Austrian finance and tax law (Bundesabgabenverordnung §132). A cancellation/destruction of these accounts is not possible before the expiry of that period (7 years). For example, when a contracting party buys a book on January 3, 2018, the accounts/data can be destroyed/deleted not before January 1, 2026. Not later than 1 month after expiry of this legal period of retention, the accounts will be deleted (electronic data) and shred (hard copies).

The customer confirms, that he or she is 18 years or older, that is, legally competent.

### Information

If no contract is concluded (for example, because the customer does not accept the offer), the personal data (*forename, surname, name of firm, postal address [street, house number, postcode/zipcode, city, country], VAT-number in the case of a European company*) transferred to the firm Dr Helmut Berger, Technisches Büro für Ökologie, are deleted immediately (right of deletion).

When you collect and pay in cash a printed work (e.g., book) at my office (Radetzkystrasse 10, 5020 Salzburg, Austria), the name and address of the customer can be omitted on the invoice, however, only when the total amount (inclusive value added tax) is not higher than 400 Euro.

The personal data of the contracting party (customer, firm/company) are not exploited in any way and are not passed on to third parties (except tax advisor = processor, see above).

The access data on the website <https://www.protozoology.com> are not exploited in any way and are not analyzed.

The contracting party (customer, firm/company) does not get information (e.g., newsletter, information about new publications by Helmut Berger) on the basis of the present declaration of consent or the data provided (e.g., e-mail address, postal address). You can visit the website <https://www.protozoology.com> regularly to get this information. You can also send an e-mail to [office@protozoology.com](mailto:office@protozoology.com) or a letter or postcard to H. Berger, Technisches Büro für Ökologie, Radetzkystrasse 10, 5020 Salzburg, Austria to inform you, for example, if a certain publication is still available.

Do not send information which is not necessary for processing contracts or sensible data, for example, title, telephone number, gender, or credit card data (principle of data minimizing).

The electronic data of the contracting party (customer, firm/company) are not stored in a cloud.

**Dr Helmut BERGER, Technisches Büro für Ökologie**

Radetzkystrasse 10, 5020 Salzburg, Austria

Telefon: +43-(0)662-276408; Fax: +43-(0)662-2764081

[office@protozoology.com](mailto:office@protozoology.com); <https://www.protozoology.com/tb>

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The computer systems of the company Dr. Helmut Berger, Technisches Büro für Ökologie, Salzburg are backed up by state of the art technology, particularly by firewalls and permanently updated anti-virus software. In spite of that, it is not possible to ensure 100% safety (e.g., hacker attack; burglary in business premises; fundamental safety problem with hardware, for example. processor).

Your personal data are not stored in a customer file, that is, each time when you order goods (e.g., a book) you have to fill in the corresponding order form completely. This ensure that your data are always updated.

According to the General Data Protection Regulation, you have the right of information, correction, and deletion of your data. Please contact the controller:

Dr. Helmut Berger  
Technisches Büro für Ökologie  
Radetzkystrasse 10  
5020 Salzburg  
Austria

E-mail: [berger.helmut@protozoology.com](mailto:berger.helmut@protozoology.com)

Please consider that the processing/storage of your personal data is necessary for processing your order and is required by law. A modification/destruction/deletion of these data is not possible before the expiry of the legal period of retention (7 years).

When you think that the processing of your personal data offends against the General Data Protection Regulation, then you can complain at the regulating authority. In Austria this is the Data Protection Authority:

Österreichische Datenschutzbehörde  
Wickenburggasse 8-10  
1080 Wien  
Austria  
Phone: +43 1 531 15-202525  
Fax: +43 1 531 15-202690  
E-mail: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)  
www: <http://www.dsb.gv.at>

Declaration updated: 10 April 2018,16:06

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Name of contracting party (in block capitals)	Place (of contracting party)	Date
(no signature)		