



DO & CO Aktiengesellschaft | Stephansplatz 12 | 1010 Vienna, Austria
greenteam@doco.com

Data Protection & Privacy Policy

Last updated: 03/2023

Distributed to all employees of DO & CO

A. Our commitment.

Securing your data's protection and privacy is a priority in the DO & CO policy. Following with *General Data Protection Regulation (GDPR)* standards, we value and wish to ensure your understanding of how we collect, use, store, share, transmit, transfer, delete or process in any other way your *Personal Data*. The below-outlined *Data Protection & Privacy Policy* describes in detail what measures have been put in place, to safeguard and ensure the correct handling of your *Personal Data*.

B. Collection and processing use of your personal data.

When you visit our websites or our digital media, information about the access (date, time, page viewed, IP address) is stored as log files on our server. We do this out of the legitimate interest of monitoring technical operations, optimising our range of information and detecting attacks on our website. These data are evaluated by us exclusively for our statistical purposes, in anonymized form.

The processing takes place on behalf of DO & CO Aktiengesellschaft, Stephansplatz 12, 1010 Vienna, Tel: +43 1 74 000-1001 Fax: +43 1 74 000-1009, E-Mail: headoffice@doco.com, ("DO & CO", "we").

The log files are deleted after three months.

In common, no personal data is collected without your permission by us when you use our website.

C. Securing your personal data.

We guarantee that your data will be used exclusively by us, will not be passed on and will be treated confidentially in accordance with the applicable legal provisions. An exception is the transfer to data processors who work exclusively on the instructions of DO & CO, do not use the data for their own purposes and are bound by specific contracts to the data protection obligations of the General Data Protection Regulation.

In addition, we have put in place all the necessary technical and organizational measures to ensure the security of your *Personal Data*, safeguarding them from any accidental, unlawful modification or forfeiture, including any unauthorized use, divulgence, and access.

D. Your rights

If you contact us by e-mail, the data of your request provided by you (name, contact details, content of the request) will only be processed for individual correspondence to answer for customer service based on a pre-contractual measure. Your data will be deleted 6 months after your last request unless there are legal obligations to store the data.

We respect and ensure the exercise of your right to access, rectify and erase your data, the right to restrict your data's processing, to object to processing, to data portability as well as the right to lodge a complaint with a supervisory authority.

If you have any questions about data protection and how to exercise your rights, please contact our data protection officer by sending an email to the following address: privacy@doco.com.

E. Managerial responsibility statement

DO & CO's Members of the Management Board, Attila Dogudan and Attila Mark Dogudan, hereby states that they hold themselves accountable for the application, operationalization, upholding and general oversight of the above-outlined *Data Privacy Policy*. The above statement entails that management is responsible for monitoring, steps taken by the **Legal Department** to maintain the adequacy of the policy and update, when necessary, the relevant procedures. On a second level, the Members of the Board commit to monitoring the efforts of the **Human Resource Department** to communicate comprehensively the content of the given policy and its relevant procedures to the staff.

MANAGEMENT NAME *Attila Dogudan*

MANAGEMENT NAME *Attila Mark Dogudan*

SIGNATURE _____



SIGNATURE _____



A draft of the policy was reviewed and approved by a Member of the Management Board on 20/03/2023.