



Fulfilment of the duty to provide information in accordance with Art. 12, 13, 14 and 21 GDPR

This document contains information on how your personal data is processed within the scope of training events and your related rights under data protection law.

1. Terms / definitions: “training event”, “training participants”, “training location” and “type of training”:

Training events: Events for imparting theoretical and practical knowledge on certain topics that are held and organised by the controller or third parties.

Training participants: The company's employees or external persons who participate in the training events.

Training location: MACO Group location where the training event takes place or external locations.

Type of training:

Seminar, coaching, e-learning and blended learning.

2. Definition of “personal data”:

Personal data within the meaning of Art. 4 (1) GDPR is all data and information relating to an identified or identifiable natural person (hereinafter referred to as “data subject”). This includes name, addresses, contact details, phone number and IP address.

3. Name and contact details of the controller within the meaning of Art. 4 (7) GDPR:

The controller is always the MACO Group company which organises and implements the training event or at whose location the training event takes place. The MACO Group companies and their contact details are listed in **Annex ./1**.

4. Data protection officer contact details:

The MACO Group companies and their data protection officers are listed in **Annex ./1**.

5. Processing purposes and legal bases:

Processing purposes:

Your personal data is processed for the following purposes, insofar as required:

- Initial and continuous training of the company's own employees and external persons,
- Accommodation required during training events.

Legal bases:

The legitimacy of the processing of your personal data is based on Art. 6 (1) lit. e) GDPR as the processing is required for maintaining the legitimate interests (initial and continuous employee training) of the controllers. The data processing activities may also be based on Art. 6 (1) lit c) GDPR (“*legal obligation*”) (e.g. specific professional knowledge of machinery, fork lift license, etc.).



6. Types and categories of personal data and data subjects:

Types and categories of personal data:

- Contact details of training participants (forename, surname, title, company, date of birth, email address and phone number),
- Training data (training events completed, date and time as well as confirmation of attendance).

Data subject categories:

- Training participants,
- External trainers.

7. Recipients or recipient categories:

We transfer your personal data **within our company** exclusively to departments and persons requiring this data for the fulfilment of the contractual and legal obligations. The data is only transferred to recipients **outside the company** if permitted or required by law, if the transfer is required for processing and therefore fulfilling the contractual relationship and if we have your consent or we are authorised to provide information.

8. Transfer to third countries or international organisations:

All of the controllers' and processors' data processing activities are performed in the EU, EEA and/or in countries that have the same level of data protection as the EU and EEA due to adequacy decisions made by the European Commission in accordance with Art. 45 GDPR. Data may only be transferred to third countries in accordance with the special requirements stated in Art. 44 et seqq. GDPR.

9. Storage and/or archiving period:

We generally only store personal data for as long as necessary to achieve the respective purpose stated above. However, the data may be stored for longer periods if required for the fulfilment of legal obligations or the assertion or defence of legal claims.

10. Rights of the data subject in accordance with the GDPR:

Data subjects have the following rights:

- Right to information in accordance with Art. 13 and 14 GDPR,
- Right of access in accordance with Art. 15 GDPR,
- Right to rectification in accordance with Art. 16 GDPR,
- Right to erasure in accordance with Art. 17 GDPR,
- Right to restrict processing in accordance with Art. 18 GDPR,
- Right to data portability in accordance with Art. 20 GDPR,
- Right to withdraw previously issued consent at any time in accordance with Art. 7 (3) GDPR.

To assert these rights, please send an email to the email address of the respective data protection officer (see **Annex ./1**).



Right to object:

If we process your personal data in order to maintain legitimate interests within the meaning of Art. 6 (1) lit. f GDPR, you have the right, in accordance with **Art. 21 (1) GDPR**, to object to such processing on grounds arising from your specific situation. In accordance with **Art. 21 (2) GDPR**, you can object to the processing of your data for direct advertising purposes at any time.

To assert your right to object, please send an email to the email address of the respective data protection officer (see **Annex ./1**).

Right to complain:

If you believe that the processing of your personal data violates the GDPR, you have the right, in accordance with Art. 77 GDPR, to complain to the competent regulatory authority. However, before you complain to the regulatory authority, or if you have any questions relating to data protection, please contact the data protection officers listed in **Annex ./1** directly.

11. Duty to provide personal data:

There is a duty to provide personal data. Personal data has to be provided for participation in training events.

12. Automated decision-making process, including profiling:

No automated decision-making and profiling processes are applied when processing personal data for training events.

13. Intent to process data for other purposes:

The data is exclusively processed for the above-stated purposes.

14. Personal data source:

The personal data is collected directly from the data subject.

As of: September 2023

Annex ./1

MACO GROUP companies, data protection officers, regulatory authorities

No.:	MACO Group companies:	Contact details:	Data protection officer:	Regulatory authority:
1.	Mayer & Co Beschläge GmbH, Austria	Mayer & Co Beschläge GmbH Alpenstrasse 173 5020 Salzburg, Austria Tel.: +43 662 6196-0 Email: maco@maco.eu Website: www.maco.eu	Data protection officer Email: dataprotection@maco.eu	Austrian Data Protection Authority https://www.dsb.gv.at/
2.	MACO Baubeschlag Produktion & Betriebs GmbH, Austria	MACO Baubeschlag Produktions & Betriebs GmbH Steindorf 67 5570 Mauterndorf im Lungau Austria Tel.: +43 662 6196-0 Email: maco@maco.eu Website: www.maco.eu	Data protection officer Email: dataprotection@maco.eu	Austrian Data Protection Authority https://www.dsb.gv.at/
3.	MACO Produktions GmbH, Austria	MACO Produktions GmbH Industriestrasse 1 8784 Trieben Austria Tel.: +43 3615 3441-0 Email: maco@maco.eu Website: www.maco.eu	Data protection officer Email: dataprotection@maco.eu	Austrian Data Protection Authority https://www.dsb.gv.at/
4.	MyMACO Service GmbH, Austria	myMACO Service GmbH Alpenstrasse 173 5020 Salzburg Austria Tel.: +43 662 63 60 00 Email: service@mymaco.eu Website: www.maco.eu , www.mymaco.eu	Data protection officer Email: dataprotection@maco.eu	Austrian Data Protection Authority https://www.dsb.gv.at/
5.	MACO HAUTAU Deutschland GmbH, Germany	MACO HAUTAU Deutschland GmbH Haidhof 3 94508 Schöllnach Germany Tel.: +49 9903 9323-0 Email: info@maco-hautau.de Website: www.maco-hautau.de	Data protection officer Email: dataprotection-DE@maco.eu	Federal Commissioner for Data Protection and Freedom of Information BfDI – homepage (bund.de)

6.	Maico GmbH, Italy	MAICO GmbH Holzländestrasse 15 39015 St. Leonhard in Passeier Italy Tel.: +39 0473 651200 Email: info@maico.com Website: www.maico.com	Data protection officer Email: dataprotection-IFE@maco.eu	Italian Data Protection Authority https://www.gpdp.it/web/guest/home/
7.	Maco Ferrures Sarl., France	MACO Ferrures SARL 19 Rue des Frères Lumière 67201 Eckbolsheim France Tel.: +33 3 90 20 28 40 Email: maco-ferrures@maco.fr Website: www.maco.eu	Data protection officer Email: dataprotection-IFE@maco.eu	CNIL - National Commission on Informatics and Liberty https://www.cnil.fr/
8.	Maco Herrajes, S.L., Spain	Maco Herrajes, S.L., San Sebastian Barrio De Peruri 33 - Oficina 1º D, 48940 Lejona, Vizcaya Spain Tel.: +34 944 002 533 Email: info@maco-herrajes.es Website: www.maco.eu	Data protection officer Email: dataprotection-IFE@maco.eu	Spanish Data Protection Authority https://www.aepd.es/es
9.	Maco Door & Window Hardware Ltd., UK	Maco Door & Window Hardware Ltd. Eurolink Industrial Centre, Castle Road Sittingbourne, Kent, ME10 3LY United Kingdom Tel.: +44 1795 433900 Email: enquiry@macouk.net Website: www.maco.eu	Data protection officer Email: dataprotection-UK@maco.eu	Information Commissioner's Office https://ico.org.uk/
10.	Maco Beschlāge B.V., Netherlands	Maco Beschlāge B.V., Zelhem Stikkenweg 60, 7021BN Zelhem Netherlands Tel.: +31 314 659700 Email: verkoop@maco.eu Website: www.maco.eu	Data protection officer Email: dataprotection-NL@maco.eu	Dutch DPA https://autoriteitpersoonsgegevens.nl/nl
11.	TOV MAKO-FURNITURA, Ukraine	TOV MAKO-FURNITURA 21-B Verkhovna Rada Blvd. 02094 Kiev Ukraine Tel.: +38044 298 20 65 Email: ua.office@maco.eu Website: www.maco.eu	Data protection officer Email: dataprotection-UA@maco.eu	Ukrainian Parliament Commissioner for Human Rights – Data Protection Office https://ombudsman.gov.ua/

12.	MACO Ungarn Kft. Hungary	MACO Ungarn Kft. Office address: Szent László u. 15, H-2085 Pilisvörösvár. Warehouse address: Egri u. 26, H-3360 Heves. Tel.: +36207726651 Email: Macoungarn@maco.eu Website: www.maco.eu	Data protection officer Email: dataprotection-ungarn@maco.eu	Hungarian National Authority for Data Protection and Freedom of Information www.naih.hu
13.	Maco Polska Sp.z.o.o., Poland	Maco Polska Sp.z.o.o. Jana Gutenberga 18 44-109 Gliwice Poland Tel.: +48 (32) 30 12 330 Email: info@maco.pl Website: www.maco.eu	Data protection officer Email: dataprotection-PSC@maco.eu	Personal Data Protection Office www.uodo.gov.pl
14.	Maco Kovanie s.r.o. Slovakia	Maco Kovanie s.r.o. Mostná 62, 949 01 Nitra Slovakia Tel.: + 421 37 6422566 Email: cz.office@maco.eu Website: www.maco.eu	Data protection officer Email: dataprotection-PSC@maco.eu	Office for Personal Data Protection of the Slovak Republic https://dataprotection.gov.sk/uouu/
15.	Maco Kování s.r.o. Czechia	Maco Kování s.r.o. Turanka 1222/115, 627 00 Brno Czechia Tel.: +420 549 248847 Email: cz.office@maco.eu Website: www.maco.eu	Data protection officer Email: dataprotection-PSC@maco.eu	Personal Data Protection Office www.uouu.cz/en/
16.	Maco Obkovi EOOD, Bulgaria	Maco Obkovi EOOD Akad. Ivan Evst., Geschov, Boulevard 104, Office 3, 1612 Sofia Bulgaria Tel.: +43 662 6196-0 Email: maco@maco.eu Website: www.maco.eu	Data protection officer Email: dataprotection-BHR@maco.eu	Commission for Personal Data Protection www.cdpd.bg/en/
17.	Maco okovi d.o.o. Croatia	Maco okovi d.o.o. Tržna 12, 10290 Zaprešić Croatia Tel.: +385 (0)1 55 15 915 Email: hr.office@maco.eu Website: www.maco.eu	Data protection officer Email: dataprotection-BHR@maco.eu	Croatian Personal Data Protection Agency https://azop.hr/

18.	Maco After Sales s.r.l. Romania	Maco After Sales s.r.l. Piata Montreal nr.10, Cladirea World Trade Center, Intrarea F, et. 1, birou 1.38, campus 46, sector 1 011469 Bucuresti Romania Tel.: +43 662 6196-0 Email: maco@maco.eu Website: www.maco.eu	Data protection officer Email: dataprotection-BHR@maco.eu	National Supervisory Authority for the Processing of Personal Data www.dataprotection.ro
19.	HAUTAU GmbH, Germany	HAUTAU GmbH Wilhelm-Hautau-Strasse 2 31691 Helpsen Germany Tel.: +49 5724 3930 Email: info@hautau.de Website: www.hautau.de	Data protection officer Datenschutz@HAUTAU.de	Federal Commissioner for Data Protection and Freedom of Information BfDI - homepage (bund.de)