

Data protection information

pursuant to Articles 13 and 14 GDPR

1. General information on processing activity

Name:	Procurement and sales management including intra-group invoicing
Controller:	Oesterreichische Nationalbank (OeNB) Otto-Wagner-Platz 3, 1090 Vienna +43-(1) 40420 www.oenb.at/en/dataprotection
Data protection officer:	datenschutz@oenb.at
Purpose(s) of the processing operation:	Controlled workflow for the procurement of operating equipment or services; organization, execution and documentation of tenders under the Federal Procurement Act (BVerG 2018), contract management and documentation as well as invoicing within the OeNB group, including the computer-assisted preparation and archiving of tenders, written orders, contracts and other text documents (e.g. correspondence).
Legal basis:	<ul style="list-style-type: none"> • Processing is necessary for the fulfillment of a contract to which you are party or for taking measures, at your request, prior to entering into such contract (Article 6 para 1 lit b GDPR): Conclusion and performance of procurement and sale contracts. • Processing is necessary for compliance with a legal obligation to which the OeNB is subject (Article 6 para 1 lit c GDPR): Article 212 Commercial Code (UGB), Article 132 Federal Fiscal Procedures Act (BAO), Federal Procurement Act (BVerG 2018), Article 10 GDPR in conjunction with Article 4 para 3 item 1 Data Protection Act (DSG) in conjunction with Article 82 Federal Procurement Act. • Processing is necessary for the purposes of the legitimate interests pursued by the OeNB or by a third party (Article 6 para 1 lit f GDPR).
Information on OeNB's legitimate interests:	Operation of an effective internal control and fraud prevention system pursuant to Article 82 Stock Corporation Act (AktG) Storage of contact information required to communicate with the contact persons specified by contracting parties
Information if the provision of personal data is required:	A conclusion of contracts with the OeNB is not possible without disclosing the required personal data.

2. Content of the data processing operation

Here you will find information on the nature of the personal data OeNB processes about different groups of data subjects. For each data category, information is provided on the data source, on any further purposes for which OeNB may process these data, on whether the data will be transferred to recipients outside the OeNB, and on how long the data, as a rule, will be stored. The subsequent tables provide details on data sources, further purposes of processing, data recipients, internal recipients and data processors.

Groups of data subjects	Data category	Data source(s)	Other purposes of processing	Data recipient(s)	Duration of data storage
Potential or existing contractual parties, if they are sole traders or one-person companies	Identification number	---	---	E01,E02,A01	<u>General contracts:</u> 30 years from end of year in which the contract ended <u>Contracts about objects of art:</u> Unlimited, as proof of ownership <u>Tender documents:</u> 7 years from end of year in which the tender ended
	Name	H01	---	E01,E02,A01	
	Courtesy title, title	H01	---	E01,E02,A01	
	Address	H01	---	E01,E02,A01	
	Telephone and fax numbers and other contact information required when using modern communication technologies	H01	---	E01,E02,A01	
	VAT identification number	H01	---	E01,E02,A01	
	Object of delivery or service including remuneration and payment details	H01	---	E01,E02,A01	
	Conditions of delivery and service (including information on place of delivery or service, packaging, etc.)	---	---	E01,E02,A01	
	Data on tax liability and tax calculation	---	Z01	E01,E02,A01	
	Bank account details	H01	---	E01,E02,A01	
	Data on orders	H01	---	E01,E02,A01	
	Data on incoming invoices	H01	Z01	E01,E02,A01	
	Information on bank guarantees	H01	Z01	E01,E02,A01	
	Data on outgoing invoices and on intra-group invoicing of services	---	Z01	E01,E02,A01	
	<u>For tenders:</u> Information on suitability requirements and proof of suitability according to Articles 78 et seq. Federal Procurement Act 2018	H01	---	E01,E02,A01	
	<u>For tenders:</u> Information on reasons for the exclusion of tenderers according to Articles 78 et seq. Federal Procurement Act 2018	H01	---	E01,E02,A01	
<u>For tenders:</u> Information from queries regarding the Wage and Social Dumping Control Act according to Articles 78 et seq. Federal Procurement Act 2018	H04	---	E01,E02,A01		
Data on reminders and legal actions (this includes all data categories mentioned above for the purpose of prosecution or legal defense)	---	---	E01,E02		
Contact persons employed by contractual parties	Name, title	H01	---	E01,E02,A01	As long as in charge as contact person
	Business address	H01	---	E01,E02,A01	
	Telephone and fax numbers and other contact information required when using modern communication technologies	H01	---	E01,E02,A01	
	Department/ division/ unit or function	H01	---	E01,E02,A01	
	Extracts from the company register (scope of power of representation)	H01	---	E01,E02,A01	
	Business cases processed by data subjects	H01	---	E01,E02,A01	
<u>Order request:</u> Employees, quasi-subordinate employees, leased employees, free	Name	H02	---	---	7 years
	Title and courtesy title	H02	---	---	
	Department/ division/ unit within organization	H02	---	---	

Groups of data subjects	Data category	Data source(s)	Other purposes of processing	Data recipient(s)	Duration of data storage
agents, apprentices, interns and trainees (as well as former employees) who request orders	Telephone number	H02	---	---	7 years from end of year in which the tender ended
	Room number	H02	---	---	
	Cost center and other data on the invoicing of orders	H02	---	---	
	Order request (including order number, date of order, information on specified goods/services ordered, information on the persons processing the order)	H03	---	---	
<u>Order request:</u> Person approving order requests	Name	H02	---	---	
	Title and courtesy title	H02	---	---	
	Department/division/unit within organization via cost center	H02	---	---	
	Approval/rejection of order request plus reason(s)	H03	---	---	
<u>Tenders:</u> Employees of companies participating in OeNB tenders	Name	H01	---	E01,E02,A01	
	Title and courtesy title	H01	---	E01,E02,A01	
	Function and department/division/unit within organization	H01	---	E01,E02,A01	
	Telephone and fax numbers and other contact information required when using modern communication technologies	H01	---	E01,E02,A01	
	Proof of qualification	H01	---	E01,E02,A01	
	CVs	H01	---	E01,E02,A01	
	Certificates of criminal records (at present only for managing directors)	H01	---	E01,E02,A01	
	Information on reference orders	H01	---	E01,E02,A01	
<u>Tenders:</u> OeNB staff	Name, title	H02	---	E01,E02,E03, A01	
	Business address	H02	---	E01,E02,E03, A01	
	Telephone and fax numbers and other contact information required when using modern communication technologies	H02	---	E01,E02,E03, A01	
	Protocol data on access to tender documents	---	---	E01,E02,A01	

3. Date source(s)

H + seq. no.	Data source(s)	Public source (yes/no)
H01	(Potential) Suppliers and their contact persons, ANKÖ Service or public sources (e.g. Internet, yellow pages, Herold electronic telephone directory)	Partly (some information is available on the Internet)
H02	Personnel administration or central authorization management system	No
H03	Data subject (contractor)	No
H04	Competence center for wage and social dumping control and customs office Vienna	No

4. Further use of personal data for other purposes (processing operations)

If personal data are used further for other purposes (processing operations), this does not necessarily mean that all datasets will be reused in each individual case. Only those data will be reused that are necessary to fulfil the purpose of the other processing operation(s).

Z + seq. no.	Description of the processing activity and purpose of further use	Compatibility test (description of legitimate interests, if applicable)
Z01	Accounting and controlling	Further processing is obligatory to fulfill accounting, conduct and retention requirements

5. Transfers to third parties

If personal data are transferred to third parties to be further processed for their own purposes, this does not necessarily mean that all datasets will be transferred in each individual case. Only those data will be transferred that are necessary to fulfil the third party's purpose(s).

E + seq. no.	Recipient(s) and groups of recipients	Adequacy decision by the European Commission (Article 45 GDPR)	Purpose and legal basis (and restrictions, if any)
E01	Legal representatives	Usually not required	Advice, representation, conducting official proceedings (Article 6 para 1 lit f GDPR): Establishment, exercise or defense of legal claims
E02	Courts	Usually not required	Article 6 para 1 lit f GDPR: Establishment, exercise or defense of legal claims
E03	Compulsory announcements and disclosures pursuant to Federal Procurement Act	Usually not required	Article 6 para 1 lit c GDPR in conjunction with Federal Procurement Act 2018

6. Transfer of personal data to processor(s)

A + seq. no.	Designation, address, country of processor's establishment and location(s) of processing	Adequacy decision by the European Commission (Article 45 GDPR)	Service description and legal basis
A01	AIVERGABEMANAGER Administration Intelligence AG Steinbachtal 2b 97082 Würzburg	Not required	Collection of tender documents (uploaded by tenderers)

7. Information on your rights as a data subject

You have the right to obtain confirmation as to whether or not your personal data, and which of your personal data, are being processed by the OeNB (Article 15 GDPR). You have the right to obtain the rectification of inaccurate personal data or to have incomplete personal data completed (Article 16 GDPR) as long as the rectification and/or completion of the data are necessary for the purpose of the processing operation. You have the right to obtain the erasure of your personal data if the OeNB has processed them unlawfully (Article 17 GDPR). Under certain conditions, you have the right to obtain restriction of the processing of your personal data (Article 18 GDPR). In addition to the

right to obtain confirmation you have the right to receive your personal data, which you have provided to the OeNB, in a structured, commonly used and machine-readable format or to have these data transmitted to another controller where the processing is carried out by automated means and where technically feasible (Article 20 GDPR).] Should you consider your right to data protection infringed by any processing of your personal data by the OeNB, you may lodge a complaint with the Austrian Data Protection Authority (DSB) or bring an action before the competent civil court.

8. Right to object

You have the right to object to the processing of your personal data on grounds relating to your particular situation or where personal data are processed for direct marketing purposes (Article 21 GDPR).

9. Modalities for exercising your rights as a data subject

To exercise your rights as a data subject, send a letter to “Oesterreichische Nationalbank, Abteilung ITS/Datenschutz, Otto-Wagner-Platz 3, 1090 Vienna, AUSTRIA” or an e-mail to datenschutz@oebn.at. Appoint the processing activities concerning your person according to the above designation and describe your request as comprehensively and comprehensibly as possible. Please provide a proof of your identity by enclosing a black and white copy of an official identification document (e.g. your passport, driver’s license, identity card) or using a qualified electronic signature pursuant to Article 3 (12) eIDAS Regulation in order to prevent improper requests by unauthorized third parties that might endanger the protection of your personal data. For the reasons stated it is not possible to exercise these rights orally.