# PRIVACY POLICY

#### 1. Data protection at a glance

#### Introduction

The following information provides a simple overview of what happens to your personal data when you visit our website. Personal data is any data which you can be personally identified with. Detailed information on the subject of data protection can be found in our data protection declaration listed below.

#### Data collection on our website

## Who is responsible for data collection on this website?

The data processing of this website is carried out by the domain's provider. The contact details can be found in the imprint of this website.

## How do we collect your data?

The marketing data is automatically collected by our IT systems as soon as you visit the website. This includes technical data (e.g. Internet browser, operating system or time of page view).

Additionally your data is collected when you communicate it to us through contact form.

## What do we use your data for?

The data is collected to ensure error-free provision of the website. Other data is used to analyze your user behavior.

#### What rights do you have regarding your data?

You have the right to receive information about the origin, recipient and purpose of your stored personal data at any time free of charge. You also have the right to request the authorization, blocking or deletion of this data. You can contact us at any time at the address given in the imprint if you have any further questions on the subject of data protection. Furthermore, you have the right to lodge a complaint with the competent supervisory authority.

#### Analytics and third-party tools

When you visit this website, your surfing behaviour can be statistically evaluated. This is done with cookies and analytics programs. The analysis of your surfing behaviour is anonymous; the surfing behaviour cannot be traced back to you. You can object to this analysis or prevent it by not using certain tools. Detailed information on this subject can be found in the following data protection declaration.

You can object to this analysis. We will inform you about the possibilities of objection in this data protection declaration.

#### 2. General information and mandatory information

## **Privacy**

As the operator of this site, we take the protection of your personal data very seriously. We treat your personal data confidentially and in accordance with the statutory data protection regulations and this data protection declaration.

By using this website, various personal data are collected. Personal data is data with which you can be personally identified. This Privacy Policy explains what information we collect and what we use it for. It also explains how and for what purpose this is done.

We would like to point out that data transmission over the Internet (e.g. when communicating by e-mail) may have security gaps. A complete protection of your data against access by third parties is unfortunately not possible.

## Note on the responsible body.

The party responsible for processing data on this website is:

## Marek Kubica – Terra Over Fly e.U.

Breitenseer Straße 68-74/8/8 1140 Vienna

Phone: +43 6609773870 E-Mail: office@terraoverfly.at

The responsible party is the natural or legal person who alone or jointly with others decides on the purposes and means of processing personal data (names, e-mail addresses, etc.).

#### Revocation of your consent to data processing

Many data processing processes are only possible with your express consent. You can revoke your consent at any time. An informal message by e-mail to us is sufficient. The legality of the data processing carried out until the revocation remains unaffected by the revocation.

#### Right to lodge a complaint with the competent supervisory authority

In the event of a data protection violation, the data subject has the right to lodge a complaint with the competent supervisory authority. The competent supervisory authority for data protection issues is the state data protection officer of the federal state, in Austria this is the Austrian Data Protection Authority.

## Right to data portability

You have the right to have data processed based on your consent or in performance of a contract handed over to you or to a third party in a common, machine-readable format. If you request the direct transfer of the data to another controller, this will only be done if it is technically feasible.

#### SSL or TLS encryption

This site uses SSL or TLS encryption for security reasons and to protect the transmission of confidential content, such as orders or inquiries you send to us. You can recognize an encrypted connection by the fact that the address line of the browser changes from "http://" to "https://" and by the lock symbol in your browser line.

If SSL or TLS encryption is activated, the data you transmit to us cannot be read by third parties.

## Information, blocking, deletion.

In the framework of the applicable legal provisions, you have the right at any time to free information about your stored personal data, origin and recipient and the purpose of data processing and, if necessary, a right to the blocking or deletion of this data. You can contact us at any time at the address given in the imprint if you have any further questions about personal data.

#### Objection to advertising mails

The use of contact data published in the context of the imprint obligation for sending unsolicited advertising and information materials is hereby prohibited. The operator of the site expressly reserves the right to take legal action in the event of unsolicited sending of advertising information, such as spam e-mails.

#### 3. Data collection on our website - Cookies

The Internet pages partly use cookies. These cookies serve to make our offer more user-friendly, effective and secure. Cookies are small text files that are stored on your computer and stored by your browser.

Most of the cookies we use are so-called "session cookies". They are automatically deleted at the end of your visit. Other cookies remain stored on your device until you delete them. These cookies allow you to open our website faster.

You can set your browser so that you can exclude the acceptance of cookies for certain cases or generally and activate the automatic deletion of cookies when closing the browser. Disabling cookies may limit the functionality of this website.

## Contact us option

If you contact us using the "Send" form on the website or by e-mail, requesting information on aerial photography or to make an appointment for a consultation, the data you provide (name, address, telephone number, e-mail address) will be processed and stored by us. Your data will be deleted from our customer file after 3 years, unless you contact us earlier and request the data deletion. We will not pass the data on without your consent.

The processing of the data entered in the contact form is therefore carried out exclusively based on your consent (Art. 6 para. 1 lit. a GDPR). You can revoke this consent at any time. For this purpose, an informal message by e-mail to us is sufficient. The legality of the data processing operations carried out until the revocation remains unaffected by the revocation.

The data entered by you in the contact form will remain with us until you request deletion, revoke your consent to storage or the purpose for data storage no longer applies. Mandatory statutory provisions, in particular retention periods, remain unaffected.

## Data transmission upon conclusion of a contract for services

We only transfer personal data to third parties if this is necessary in the context of contract processing, for example to the bank commissioned with payment processing or to process the service commissioned by you.

A further transmission of the data does not take place or only if you have expressly consented to the transmission. Your data will not be passed on to third parties without express consent, for example for advertising purposes.

The basis for data processing is Art. 6 para. 1 lit. b GDPR, which permits the processing of data for the fulfilment of a contract or pre-contractual measures.

## Server log files

The provider of the pages automatically collects and stores information in so-called server log files, which your browser automatically transmits to us. These are:

- Browser type and browser version
- Operating system used
- Referrer URL
- Host name of the accessing computer
- Time of the server request
- IP address

A combination of this data with other data sources is not conducted.

The basis for data processing is Art. 6 para. 1 lit. f GDPR, which permits the processing of data for the fulfilment of a contract or pre-contractual measures.

#### 4. Data storage when participating in an event, rental, workshop or similar

During your registration for a service, for an event, rental, workshop or similar for legal reasons for the purpose of later contract processing, the following data will be stored by us: title, first name, surname, postal address, telephone number, e-mail address, purpose and IBAN.

The data provided by you is necessary for the fulfilment of the contract, implementation of pre-contractual measures. Without this data we cannot conclude the contract with you. Data will not be transmitted to any third parties, except for the transmission of the IBAN to the processing bank for the purpose of debiting and to our tax consultant for the fulfilment of our tax obligations.

Data processing is carried out on the basis of the statutory provisions of § 96 Abs 3 TKG (Telekommunikationsgesetz) as well as Art 6 Abs 1 lit a (consent) and/or lit b (necessary for the performance of the contract), lit c (fulfilment of legal obligations) or lit f (legitimate interests of the controller) of the GDPR.

## 5. Analysis Tools

#### **Google Analytics**

Our website uses the functions of the web analysis service Google Analytics. The provider is Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA.

Google Analytics uses "cookies". These are text files that are stored on your computer to enable an analysis of your use of the website. The information generated by the cookies about your use of this website is usually transmitted to a Google server in the USA and stored there.

Google Analytics cookies are stored based on Art. 6 para. 1 lit. f GDPR. The website operator has a legitimate interest in analyzing user behavior to optimize both its website and its advertising.

## IP anonymization

We have activated the IP anonymization function on our website. As a result, your IP address will be shortened by Google, within member states of the European Union or in other contracting states of the Agreement on the European Economic Area, before transmission to the USA. In exceptional cases, the full IP address will be transmitted to a Google server in the USA and shortened there. On behalf of the operator of this website, Google will use this information to evaluate the use of the website, to compile reports on website activity and to provide other services related to website activity and internet usage to the website operator. The IP address transmitted by your browser as part of Google Analytics will not be merged with other Google data.

## **Browser Plugin**

You can prevent the storage of cookies by setting your browser software accordingly. However, we would like to point out that in this case you will not be able to use all the functions of this website. You can prevent the collection of the data generated by the cookie and related to your use of the website (including your IP address) to Google and the processing of this data by Google by downloading and installing the browser plug-in available under the following link: <a href="https://tools.google.com/dlpage/gaoptout?hl=de">https://tools.google.com/dlpage/gaoptout?hl=de</a>.

#### YouTube plugin

Our website contains at least one plugin from YouTube, which belongs to Google Inc., based in San Bruno/California, USA. As soon as you visit pages equipped with a YouTube plugin, a connection to the YouTube servers is established. In

this case, the YouTube server is informed which specific page you have visited. If you are logged into your YouTube account, you enable YouTube to assign your surfing behavior directly to your personal profile. You have the option of deactivating the assignment if you log out of your account beforehand. Further information on the collection and use of your data by YouTube can be found in the privacy policy there under <a href="https://www.youtube.com">https://www.youtube.com</a>.

### Objection to data collection

You have the option of preventing the collection of your data by Google Analytics by clicking on the following <u>link</u>. An opt-out cookie will be set that prevents the collection of your data from future visits to this website: <u>Disable Google Analytics</u>.

Information on the handling of your user data by Google Analytics can be found in Google's privacy policy: https://support.google.com/analytics/answer/6004245?hl=de.

## Order data processing

We have concluded a contract data processing agreement with Google and fully implement the strict requirements of the Austrian and European data protection authorities when using Google Analytics.

#### **Demographics in Google Analytics**

Our website uses the "demographic features" function of Google Analytics. Reports can be created that contain statements about the age, gender and interests of the site visitors. This data comes from interest-based advertising from Google as well as from visitor data from third parties. This data cannot be assigned to a specific person. You can deactivate this function at any time via the ad settings in your Google Account or prohibit the collection of your data by Google Analytics as described in the section "Objection to data collection".

#### 6. Newsletter

## **Newsletter data**

If you would like to receive newsletters offered on our website, we need a correct e-mail address from you as well as information that allows you to verify that you are the owner of the e-mail address and agree to receive the newsletter. Further data is not collected or only collected on a voluntary basis. We use this data exclusively for sending the requested information and do not pass it on to third parties.

The processing of the data entered in the newsletter registration form takes place exclusively on the basis of your consent (Art. 6 para. 1 lit. a GDPR). You can revoke your consent to the storage of the data, the e-mail address and their use for sending the newsletter at any time via the "Unsubscribe" link in the newsletter. The legality of the data processing operations already carried out remains unaffected by the revocation.

The data deposited by you will be stored by us until you unsubscribe from the newsletter and deleted after unsubscribing from the newsletter. Data stored by us for other purposes (e.g. e-mail addresses for the member area) remain unaffected.

## **MailChimp**

This website uses the services of Mailchimp for sending newsletters. The provider is Rocket Science Group LLC, 675 Ponce De Leon Ave NE, Suite 5000, Atlanta, GA 30308, USA.

Mailchimp is a service with which sending newsletters can be organized and analyzed. If you enter data for the purpose of subscribing to the newsletter (e.g. e-mail address), these will be stored on Mailchimp's servers in the USA.

Mailchimp is certified according to the "EU-US Privacy Shield". The "Privacy Shield" is an agreement between the European Union (EU) and the USA that ensures compliance with European data protection standards in the USA.

With the help of Mailchimp we can analyze our newsletter campaigns. If an e-mail sent with Mailchimp is opened, a file contained in the e-mail (so-called web-beacon) connects to Mailchimp's servers in the USA. This makes it possible to determine whether a newsletter message has been opened and which links have been clicked. Furthermore, technical information is collected (e.g. time of retrieval, IP address, browser type and operating system). This information cannot be assigned to the respective newsletter recipient. They are used exclusively for the statistical analysis of our newsletter campaigns. The results of these analyses can be used by us to better adapt future newsletter campaigns to the interests of the recipients.

If you do not want an analysis by Mailchimp, you must unsubscribe from the newsletter. For this purpose, we provide a corresponding link for unsubscribing in each newsletter message. Furthermore, you can also unsubscribe from the newsletter directly on the website.

Data processing takes place on the basis of your consent (Art. 6 para. 1 lit. a GDPR). You can revoke this consent at any time by unsubscribing from the newsletter. The legality of the data processing operations already carried out remains unaffected by the revocation.

The data stored by you with us will be stored by us until you unsubscribe from the newsletter, deleted after unsubscribing from the newsletter both from our servers and from the servers of Mailchimp. Other data stored by us for other purposes (e.g. e-mail addresses for the member area) remain unaffected.

For more information, please refer to Mailchimp's privacy policy at: <a href="https://mailchimp.com/legal/terms/">https://mailchimp.com/legal/terms/</a>.

#### Conclusion of a data processing agreement

We have concluded a so-called "Data Processing Agreement" with Mailchimp, in which we oblige Mailchimp to protect the data of our customers and not to pass it on to third parties. This contract can be viewed at the following link: https://mailchimp.com/legal/forms/data-processing-agreement/sample-agreement/.

#### 7. Tools

## **Google Web Fonts**

Our site uses so-called web fonts provided by Google for the uniform representation of fonts. When you access a page, your browser loads the required web fonts into your browser cache to display texts and fonts correctly.

For this reason, the browser you are using must connect to Google's servers. Thus, Google becomes aware that you have accessed our website via your IP address. The use of Google Web Fonts is in the interest of a uniform and appealing presentation. This constitutes a legitimate interest within the meaning of Art. 6 para. 1 lit. f GDPR. If your browser does not support web fonts, a standard font will be rolled from your computer.

Further information about Google Web Fonts can be found under <a href="https://developers.google.com/fonts/faq">https://developers.google.com/fonts/faq</a> and in Google's privacy policy: <a href="https://www.google.com/policies/privacy/">https://www.google.com/policies/privacy/</a>