

# Data Processing Information

These terms below set out how

the **European Chinese Arbitrators Association – Vereinigung der europäischen und chinesischen Schiedsrichter**, registered with the Austrian Association Register under ZVR1719818430 processes your personal data as the **controller** in accordance with the meaning of the General Data Protection Regulation (GDPR) of the European Union.

This **Data Processing Information** is addressed to members of the association, business partners, contact persons, newsletter recipients and visitors of the website.

## 1. Purposes of data processing

The personal data you provide will be used for the purposes of

- reaching the goals of the association,
- correspondence,
- newsletter distribution,
- organisation of (online) events and seminars
- creating and operating a website to connect arbitrators from European countries and China

## 2. Legal basis of data processing

The legal basis for the processing of the data is the legitimate interests of the association (Art 6 Section 1 f GDPR), including but not limited to

- networking of members
- introduction of arbitrators to members and non-members
- profiling of members
- academic exchange of members
- promotion of arbitration via webinars and seminars to businesses and multinational corporations
- introduction of members to businesses and multinational corporations

### **3. Recipients of transmitted data**

Your personal data will be transmitted to the minimum necessary extent – for the purposes mentioned under Par. 1 within the framework of the legal bases mentioned under Par. 2- to:

- IT service providers (among other operations within the context of the maintenance of our website and the distribution of our newsletter)
- Other members of the European Chinese Arbitrators Association

Due to the fact that members from non-EU countries, in particular from PR China, will receive certain data from other members of the association for the purpose of networking, the data processing will also lead to data transmission to recipients from non-EU-countries. The members from non-EU-countries have agreed to comply with and to respect the data protection standards according to the GDPR with their application of membership.

### **4. Membership**

#### **4.1 Data processing**

We collect the following personal data if you choose to apply for a membership of the European Chinese Arbitrators Association:

- Surname, given name
- Date of Birth
- Email address
- Place of residence
- documents (e.g. C.V., photo, certificates etc)
- Qualifications and education
- Work experience
- IP-Address
- Web browser type and version
- Any further information you decide to share on our website

You may edit your personal data via access to your membership account. You can also ask us to change, update or fix your data in certain cases, e.g. if your personal data is inaccurate.

Electronic and/or personal inspection of files by authorities may take place.

## **4.2 Purpose of the data processing**

We evaluate the data you provide for statistical purposes so that we can optimise our strategy to reach our goal of connecting arbitrators from Europe and China.

## **4.3 Retention period**

We store your personal data until the end of your membership at the association within the scope of which we have collected your data.

We store only the data which are absolute necessary on the basis of the applicable legal and contractual provision or statute of limitation and retention obligations.

In case we need your personal data for defence against possible damage claims, your personal data will be processed in accordance with sec. 1489 of the General Civil Code (ABGB) for a period of 30 years, starting from the end of the respective membership.

## **4.4 Legal basis**

The legal basis for the processing of your personal data is – in accordance with Art. 6 Section 1 a GDPR – your consent to such processing, which have been given by you with the application of membership.

## **5. Newsletter**

With our newsletter, we provide our members with latest information on legal topics and invitations to our events and lectures on a regular basis.

### **5.1 Data processing**

If you subscribe to our newsletter, the European Chinese Arbitrators Association will process the following personal data:

- Title (optional)
- Surname, given name
- Email
- Address (optional)
- Telephone number (optional)

### **5.2 Purpose of the processing**

The personal data you provide by subscribing to our newsletter will be processed for the purpose of sending you information/ invitations to our events and seminars, on the latest legal developments at the domestic and international level, publications and new developments within our association.

### **5.3 Legal basis**

The processing of your personal data by the European Chinese Arbitrators Association will be based exclusively on the consent you provide (Art 6 Section 1 a GDPR) for sending you our newsletter.

### **5.4 Retention period**

The data which is processed for the indicated purposes will be saved until you unsubscribe from the newsletter. In this case, only such data may be retained ...

Beyond this only any data which have been retained based on the applicable statutory regulations or mandatory retention periods for the purpose of proving your consent and/or withdrawal of this consent will be saved. You may have to refresh your permission at an interval of one year, starting from the day you have applied for the newsletter of the European Chinese Arbitrators Association.

### **5.5 Revocation of your consent**

You can at any time withdraw your consent to being sent the newsletter by sending an email to [office@ecaa-arbitrators.com](mailto:office@ecaa-arbitrators.com). Alternatively, you may at any time cancel your subscription to the newsletter by clicking on the "Unsubscribe"-button at the end of the newsletter. The revocation of your approval to process your data does not affect the legality of the processing of your data which took place beforehand on the basis of your consent.

## **6. Registrations for events (webinars, seminars, conferences etc)**

### **6.1 Data processing**

If you apply for one of our events, the European Chinese Arbitrators Association will process the following personal data:

- Title (optional)
- Surname, given name
- Email
- Address (optional)
- Telephone number (optional)

### **6.2 Purpose of the processing**

The personal data provided by you when you apply to one of our events will be processed for the purpose of sending you information about the event you applied for (e.g. the location and the date of the event).

### **6.3 Legal basis**

The processing of your personal data by the European Chinese Arbitrators Association will be based exclusively on the consent you provide us (Art 6 Section 1 a GDPR).

### **6.4 Retention period**

The data which is processed for the indicated purposes will be kept for a maximum of 60 days starting with the beginning of the seminar. Beyond this, any data which have been retained because of the applicable statutory regulations or mandatory retention periods for the purpose of proving your consent and/or withdrawal of this consent will be saved.

## **7. Processing of the personal data of visitors to our website**

### **7.1 Processing of access data**

When you visit our website, we save the access data in so-called “web server log files”. The following data is recorded:

- IP address
- Date and time of access
- Browser and browser version
- Operating system
- Referrer URL
- The pages of our website which have been accessed
- Host name of the accessing computer
- Protocols
- User Agent

### **7.2 Purpose of the data processing**

Your data are statistically evaluated so that we may optimise our website and make it more user-friendly, while finding and correcting any errors faster and managing our server capacities. In the event of any circumstances which gives ground for believing that our website has been subject to illegal use, we will refrain from making the personal data available, but will only make the data available to specific persons due to legal reasons or reasons according to the statutes of the association.

### **7.3 Cookies**

#### **7.3.1 Use of technical cookies**

On a number of pages, we use so-called “cookies” in order to ensure your pleasant visit of our website and to enable the use of specific functions. Cookies are small text files, which

are saved on your device. They enable us to identify your browser the next time you visit our website. Cookies are applied in compliance with EU and Austrian law (Art 5 Section 3 E-Privacy Directive and § 96 Section 3 Telecommunications Act 2003).

The following cookies are:

Name	Description	Retention period
Version	This determines whether the mobile or desktop version of the website is displayed on subsequent visits to (Insert Website)	1 Week
Ga-disable-	Opt-out cookie which – until it is deleted – prevents future recording of the data via Google Analytics on subsequent visits to the website	Until 01.12.2100

You can set your browser in such a way that you are informed about the setting of cookies, so that you can then decide on accepting them individually, for specific cases only, or to reject them completely. However, if cookies are deactivated this may lead to a restriction on the functionality of our website.

### **7.3.1.1 Retention period**

Your data will be saved for a maximum of two months.

### **7.3.1.2 Legal basis**

The legal basis for the processing of access data is – in accordance with Art. 6 Section 1 f GDPR – are the legitimate interests of the operation of the website.

Art. 6 Section 1 a GDPR

### **7.3.2 Use of third-party cookies**

For this website, the European Chinese Arbitrators Association uses various services, which also set cookies.

The following third-party cookies are set:

Name	Description	Retention period
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_et_coid	Cookie identification of etracker Analytics	2 years
_ga	Anonymous ID for the analysis of page access in Google Analytics	2 years
_gat	Cookie aimed at restricting request requirements	1 Minute

In your browser you can also block third-party cookies, in order to prevent any cookies being set by advertisers. Here you will find instructions for implementing this in most standard browsers: Firefox, Chrome and Internet Explorer. In Apple Safari third-party cookies are blocked by default.

The European Chinese Arbitrators Association informs you about the use or setting of cookies by means of a cookie banner. You give your agreement to the setting of cookies if, after being informed about them by our cookie banner, you continue to use our website.

You have the possibility of obtaining information about the individual cookies via link in our cookie banner. You can block the setting of individual cookies or all cookies via your browser settings.

### **7.3.2.1 Legal basis**

The legal basis for the setting of third-party cookies is the consent you have given by entering the approval via the cookies banner in accordance with Art 6 Section 1 a GDPR. You also give your agreement to the setting of cookies if, after being informed about them by our cookie banner, you continue to use our website. The analysis of the usage of the website and the statistical evaluation are implemented in order to optimise the website and make it as user-friendly as possible.

### **7.3.3 Web analysis – Google Analytics**

This website uses Google Analytics, which is provided by Google Ireland Limited, Gordon House Barrow Street, Dublin 4, Ireland, for the purpose of analysing website use. This service uses cookies, text files which are saved on your device and enable the analysis of how you use this website. The information generated by the cookie about your use of the website is transmitted to a Google server in the USA and saved there. The European Chinese Arbitrators Association uses IP anonymisation, which means that within member countries of the European Union or States which are part of the European Economic Area

your IP address is truncated by Google. Google uses the information in order to provide The European Chinese Arbitrators Association with further services relating to website use and Internet use. Google will not associate the IP address transferred by your browser as part of Google Analytics with any other data held by Google for the purpose of personal identification.

You can prevent the use of cookies by selecting the appropriate settings on your browsers; however please note that if you do this you may not be able to make full use of all the functions provided on this website.

You can also prevent the collection of data generated by the cookie and related to the usage of the website ( e.g. your IP address) and the processing of the data by Google by downloading and installing the browser plugin available under the following link: <http://tools.google.com/dlpage/gaoptout?hl=d>.

#### **7.3.3.1 Legal basis for the use of Google Analytics**

The legal basis for the use of Google Analytics is – in accordance with Art 6 Section 1 a GDPR – the consent you have given by entering the approval via the cookies banner. The analysis of your use of the website and the statistical evaluation are implemented in order to optimise the website and make it as user-friendly as possible.

#### **7.3.4 Web analysis – etracker**

The legal basis for the use of etracker is – in accordance with Art 6 Section 1 a GDPR – the consent you have given by entering the approval via the cookies banner. The analysis of your use of the website and the statistical evaluation are implemented in order to optimise the website and make it as user-friendly as possible.

### **8. Rights of data subjects, right of appeal**

Under the GDPR you have the following rights, which you can assert against the European Chinese Arbitrators Association at any time:

- **Right to information (Art 15 GDPR):** You have the right to require the European Chinese Arbitrators Association to provide confirmation on whether your personal data are being processed. In addition, you disclose the information concerning the purpose of the processing, categories of personal data, recipients or categories of recipients of personal data, length of retention, the existence of a right to complain and a right to all available information about the origin of your data.



- **Right to correction (Art 16 GDPR):** You have the right to require the European Chinese Arbitrators Association to correct your personal data without delay. This right covers the correction of incorrect data and the completion of any incomplete personal data.
- **Right to deletion (Art 17 GDPR):** You have the right to require the European Chinese Arbitrators Association to delete your personal data without delay if the legal basis described in Art 17 Sections 1 a to f GDPR (e.g. the purpose for the processing) no longer exists and the processing of your personal data is no longer necessary.
- **Right to restriction of the processing (Art 18 GDPR):** Under the cases described in Art 18 GDPR (e.g. incorrectness of the processed personal data, illegal processing of the data etc.) you also have the right to require the European Chinese Arbitrators Association to restrict the processing.
- **Right to transferability (Art 20 GDPR):** You have the right to receive the relevant personal data which you have made available to the European Chinese Arbitrators Association in a structured standard format and to require the European Chinese Arbitrators Association to transmit this data to a different responsible party.
- **Right of rejection (Art 21 GDPR):** You have the right at any time to reject the processing of your personal data which is processed in connection with this website.
- **Withdrawal of declarations of consent (Art 7 GDPR):** You have the possibility at any time to withdraw any consent you have provided to the European Chinese Arbitrators Association. Your withdrawal of your consent does not affect the legality of the processing of your data which took place beforehand on the basis of your consent.

In addition you may register a complaint with Austria's Data Protection Authority, Wickenburggasse 8, 1080 Vienna, Tel.: +43 1 52 152-0, Email: [dsb\(at\)dsb.gv.at](mailto:dsb(at)dsb.gv.at), <https://www.dsb.gv.at/>.