

# Data Protection Declaration

## 1. The person collecting data is:

Susanna Mittermaier, Ruckergasse 49/16, 1120 Wien, [info@susannamittermaier.com](mailto:info@susannamittermaier.com), +43 664 6557652

## 2. WHAT DATA DO I STORE?

I store all of the data that I need in order to maintain my relationships with customers and clients. This data ranges from records including full name, e-mail address and country, to more extensive records that include full name, telephone number, e-mail address, home and work address, as well as details of dependents.

For tax purposes, if you attend a class or buy a product, I will store your tax or VAT identification number and all of the data that I need to issue a correct invoice in all of the jurisdictions in which I operate.

I may store both your shipping address, for product delivery, and your billing address, which can be used to verify credit card payments or other methods of payment.

## 3. WHY DO I STORE YOUR DATA?

I store your data in order to provide the services that I offer for free and to fulfill my contractual undertakings with my customers and clients.

Personal data is stored to be able to send you information, free samples, products and to register you for classes and telecalls.

Recordings of classes and telecalls are stored and distributed to enable clients and customers to play back classes or telecalls they attended. Following the aforementioned classes or telecalls, recordings are also turned into products that are sold in the shop.

## 4. WHO HAS ACCESS TO YOUR DATA?

My team and I have access to your data to be able to fulfill our contractual agreements with our customers and clients. My team may include my communications and marketing team, my event organizers and my administrative staff.

In addition, outsourcing work on specialist tasks within IT and accounting, for example, sometimes requires me to grant consultants access to your data whenever and wherever this is required to fulfill my legal obligations towards official authorities or to develop and improve my services.

In addition (1) Access Consciousness, LLC, 406 Present Street, Stafford, TX 77477, United States of America, (2) Access Consciousness International Limited, 6 Greenview, Riverway, South Douglas Rd., Cork T12 DCR 4, Ireland, and (3) Access Seminars Australia PTY LTD, 55 Lorikeet Drive, Peregrin Beach, QLD 4573, Australia, all three parties to be referred to as "Access Consciousness" or the "Companies", have access to your basic data (full name, e-mail address, mailing address, country and phone number) when you register for one of my Access consciousness classes through my general

website or through [www.accessconsciousness.com](http://www.accessconsciousness.com). This applies to live (in-person) classes, telecalls and online courses, as well as classes offered live via audio and live-streamed classes.

*Please note:* Access Consciousness gains access only to your basic data when you sign up for one of the Access Consciousness classes or calls that I offer. Access Consciousness does *not* have access to your tax or VAT number.

## **5. DO I SHARE YOUR DATA?**

As mentioned above, I share your data with Access Consciousness if *you choose to take an Access Consciousness class*.

Access Consciousness is a franchise system that uses a shared worldwide marketing tool via its website [www.accessconsciousness.com](http://www.accessconsciousness.com).

*Please note:*

I do not share your data with facilitators with whom you have not taken a class.

Access Consciousness is bound by the same data protection agreement to which I adhere.

## **6. HOW LONG IS THE DATA STORED?**

I keep the data stored as long as...

- I have a relationship with you as a customer, client or interested party
- I am legally obliged to for tax purposes
- until you unsubscribe or ask me to delete your information

## **7. WHAT DATA PROTECTION RIGHTS DO YOU HAVE AS A CUSTOMER?**

As a customer, you have the right to...

- manage your e-mail or paid subscription
- correct any and all information I have stored
- request details of the data I have stored regarding you
- request deletion or limitation of your stored data.

If you would like to update, change or amend your data, please let me know by contacting me at this e-mail address: [info@susannamittermaier.com](mailto:info@susannamittermaier.com)

If you would like to be deleted from my database, please contact me here:  
[info@susannamittermaier.com](mailto:info@susannamittermaier.com)

## **8. ARE CUSTOMERS OBLIGED TO PROVIDE THEIR DATA?**

Yes, as a customer or client, you must provide the data I need to be able to fulfill my contractual obligations within the various services I offer.

Depending on what you are requesting from me, I will ask you to provide information that may range from your full name, e-mail address and country to more extensive details including full name, telephone number, e-mail address, home and work address, as well as details of dependents.

## **9. COOKIES, PROFILING AND AUTOMATION**

I use cookies to make my website workable and user-friendly, A pop up will appear the first time you visit my site, saying that I use cookies and that, by continuing, you agree to me placing cookies on your computer. In the process, a cookie will be placed on your computer so that you will not see the pop-up every time you visit the website.

I do not perform any form of automated profiling. Sometimes I will check what topics a client may be interested in based on his/her previous choices of classes or products.

I do not share your data or sell it to any external agencies. Checks on prerequisites for advanced classes are processed automatically.

## **10. WHERE DO I STORE YOUR DATA?**

I use multiple systems for storing your data to fulfill my contractual agreements with customers and clients.

In general, information is stored in cloud services and on computers in the country of my residence, the United States of America, the European Union and Australia.

## **11. HOW DO I PROTECT YOUR DATA?**

Access Consciousness staff, contractors and the external agencies with whom I work have all signed NDAs (Non-Disclosure Agreements). They have also been trained in data protection.

The stored data can only be accessed through security-protected entry points by users with permission to access the information.