Letter of attorney & privacy policy

**Letter of attorney:**

Mr/Mrs/Ms Title Prename Surname is hereby authorised by Name of institution/company name, ZVR number/registration number/etc. (if available) to institute conciliation proceedings according to § 11 par. 1 p. 3 IVS-G (BGBl. I Nr. 38/2013) before the conciliation board of AustriaTech – Federal Agency for Technological Measures Ltd. (FN 92873d) and to participate in possible verbal conciliation proceedings. He/she is the official contact person for the conciliation board within the present conciliation proceedings. In the course of the present conciliation proceedings Mr/Mrs/Ms Title Prename Surname is furthermore authorised to conclude an out-of-court settlement.

**Privacy policy:**

The conciliation board is hereby authorised to obtain (also from third parties if necessary), use, and process all data, information, and documents necessary for the present conciliation proceedings unless anyhow permitted by the Austrian data protection act (BGBl. I Nr. 165/1999) in its up-to-date version.

The following data may be collected and saved for statistical purposes:

* Names of the companies concerned in the conciliation proceedings
* Cause for complaint according to the short description provided in the online complaint form
* Start and duration of the conciliation proceedings
* Costs of the conciliation proceedings
* Results of the conciliation proceedings

Furthermore a possible decision of the present conciliation proceedings may be published in the form of a general recommendation of the conciliation board on the website of the conciliation board and brought to the knowledge of further actors. Such recommendations will however only contain anonymised data and statements.

We hereby confirm having read, understood, and accepted the words of this letter of attorney and privacy policy.

Place, date Company signature

 Name in block letters