PRIVACY INFORMATION

pursuant to Art 13 and Art 14 GDPR – for prospective tenants, tenants, guarantors, flatmates and paying third parties

English translation for information purposes only. The legally binding version is the German version (Datenschutzinformation, Anlage 7 to the tenancy agreement), as German is the official language in Austria. In case of any discrepancy, the German version prevails.

1. Controller

Evimeria IMMO FlexCo (brand "WirMachenWG"), company register no. FN 637867s, Birkenweg 9, 3550 Langenlois, Austria; email: office@evimeria-immo.at; phone: +436702038484. No data protection officer has been appointed, as the legal requirements for this are not met.

2. Categories of data processed

Identity and master data (name, date of birth, gender, nationality, ID document data), contact and communication data (address, email, phone or WhatsApp number, preferred language of communication, content of messages including voice messages), contract data (rented property, term, conditions, deposit), payment and bank data (name of the payer, IBAN, payment reference, amount – also of third parties paying on behalf of the tenant), receivables and dunning data (outstanding amounts, dunning levels, dunning blocks, payment behaviour), consumption data (electricity/gas within the fair-use settlement), registration and residence data, photo documentation of the condition of the flat at handover/return as well as photos relating to damage and repair reports, information on field of study and university or profession, documentation of conflicts and incidents in the shared flat. For prospective tenants additionally: information from the enquiry, phone call and self-disclosure (search profile, preferred districts, move-in date, planned length of stay, budget, travel time to university or workplace, smoking habits, pets, who pays the rent, source channel of the enquiry), proof of creditworthiness and income (e.g. KSV or SCHUFA self-disclosure, income and employment contract data, alternatively bank statements) and information on the previous tenancy; for guarantors: identity and liability data including a copy of the ID document.

3. Purposes and legal bases

a) Initiation and performance of the contract (Art 6(1)(b) GDPR): carrying out the selection process (enquiry, phone call, viewing, self-disclosure, review of the proof of creditworthiness provided), conclusion and performance of the tenancy agreement, invoicing and booking of the rent, matching incoming payments to rent claims based on the account transactions from our accounting software, payment control and dunning, deposit management, energy/fair-use settlement, handling the household insurance of the shared flat (disclosure of the residents' name, date of birth, gender and address to the insurance adviser and insurer), handover and return of the rented property, processing of requests, defect and repair reports, communication by email, phone and WhatsApp including payment and appointment reminders, issuing a previous-landlord reference at the tenant's request, also after the end of the contract. If a tenancy agreement is concluded, the information from the enquiry phase is transferred to the tenant file.

b) Legal obligations (Art 6(1)(c) GDPR): tax and commercial retention obligations (in particular § 132 BAO, § 212 UGB: seven years), obligations as accommodation provider under the Austrian Registration Act 1991 (Meldegesetz), accounting.

c) Legitimate interests (Art 6(1)(f) GDPR): establishment, exercise and defence of legal claims (including debt collection), documentation of the condition of the rented property, organisation of the shared flat (disclosure of the residents' first and last names to each other; inclusion in the WhatsApp group of the shared flat, through which we inform all residents together and in which flatmates can see the other members' phone numbers; residents may leave the group at any time and will then receive important notices by email), search for and selection of new flatmates (disclosure of first name, age and field of study

or profession of the current residents – if stated in the application, otherwise only the university attended – to selected prospective tenants after the initial interview; conversely, introduction of selected applicants with first name, age and field of study or profession to the flatmates, who are asked for their impression when meeting them; the landlord makes the decision), processing of data of third parties who pay on behalf of a tenant (parents, partners, employers) and storing the payer's name and IBAN in the tenant profile so that future payments are matched correctly, documentation of conflicts and incidents in the shared flat (e.g. noise, cleaning, disputes, threats, including whether the police were called) to protect the residents and enforce the tenancy agreement, ensuring the proper operation of the property, efficient processing of enquiries with technical support (see section 7) and – at the pre-contractual stage – credit checks, primarily based on the evidence provided by the applicant, where applicable via authorised credit agencies (e.g. KSV1870, CRIF). When information is passed on to prospective tenants, the residents' last names, contact details, photos, origin or nationality are not disclosed, and the information is not published in advertisements. You may object at any time to processing based on legitimate interests on grounds relating to your particular situation (Art 21 GDPR).

d) Consent (Art 6(1)(a) GDPR): disclosure of residents' phone numbers to prospective tenants, and keeping prospective tenants in our applicant pool for later room offers or as successor tenants (maximum twelve months). Consent may be withdrawn at any time with effect for the future, e.g. by email to office@evimeria-immo.at.

4. Recipients

Within our company, only management, employees and external assistants have access, insofar as they need the data for their tasks; all are bound to confidentiality (data secrecy pursuant to § 6 Austrian Data Protection Act, DSG). Beyond that, data is only disclosed where necessary for the stated purposes, namely to: the owner of the property or the property management (insofar as necessary for the tenancy), flatmates (see section 3 c), selected prospective tenants (only first name, age and field of study or profession or university of the residents, see section 3 c), banks (payment processing, deposit investment), energy and internet providers, insurance adviser and insurer (household insurance), tax advisers, legal representatives and debt collection agencies, tradespeople (scheduling and invoicing), cleaning companies (if cleaning is commissioned at a tenant's expense), authorities and courts on the basis of legal obligations.

As processors pursuant to Art 28 GDPR we use in particular: accounting software (domonda), Google Workspace (email, spreadsheets, document storage, calendar), Asana (task management, e.g. repair reports with photos), providers for electronic signatures and digital handover protocols, Contabo (server for our self-hosted automation and ticket software, Germany) and Anthropic (Claude; AI-supported drafting of replies, contracts and statements). For communication we also use WhatsApp (Meta Platforms Ireland Ltd.).

5. Transfers to third countries

Some service providers are based in the USA or may process data there, in particular Google, Asana, Anthropic and Meta (WhatsApp). Transfers are based on the European Commission's adequacy decision on the EU-US Data Privacy Framework where the provider is certified under it, and otherwise on EU standard contractual clauses (Art 46(2)(c) GDPR). Contabo processes data within the EU.

6. Retention periods

Data of prospective tenants without a contract: six months after the end of the selection process (evidence purposes); with consent to the applicant pool, a maximum of twelve months from the enquiry. Contract, billing, payment and dunning data as well as data of paying third parties: duration of the tenancy plus three years (general limitation period); accounting records seven years (§ 132 BAO); in the case of pending proceedings or outstanding or titled claims, until final settlement or up to thirty years. Documentation of conflicts and incidents: duration of the tenancy plus three years. ID copies of guarantors: until the liability

has fully ended. Photo documentation: until the tenancy has been finally settled, including the deposit settlement. Logs of our automation are kept without phone numbers, email addresses and IBANs.

7. Obligation to provide data and automated decisions

Providing identity, contact and payment data is necessary for concluding and performing the tenancy agreement; without this data the contract cannot be concluded. We use AI-based services to pre-sort messages and to create drafts of replies and documents. Every individual reply, every dunning letter and every decision, in particular the selection of tenants, is reviewed and approved by a human. No decision based solely on automated processing, including profiling (Art 22 GDPR), takes place. Messages that are sent automatically without human review (e.g. standardised reminders) are labelled as automatically generated.

8. Data sources (Art 14 GDPR)

We receive data about guarantors, contact persons and flatmates from the data subject or from the tenant. Data of third parties who pay on behalf of a tenant (name, IBAN, payment reference, amount) is obtained from the transactions on our business account. Enquiries from prospective tenants reach us directly or via property portals (e.g. WG-Gesucht, ImmoScout24, HousingAnywhere, willhaben). We also receive impressions of applicants and reports of incidents from flatmates; creditworthiness data from the applicant, where applicable from authorised credit agencies. Tenants are asked to inform persons who pay on their behalf about this privacy information; it is also available at wirmachenwg.at/datenschutz.

9. Your rights

You have the right of access (Art 15), rectification (Art 16), erasure (Art 17), restriction of processing (Art 18), data portability (Art 20) and objection (Art 21 GDPR), and the right to withdraw consent at any time (Art 7(3) GDPR). Please send requests to office@evimeria-immo.at. You also have the right to lodge a complaint with the Austrian Data Protection Authority (Datenschutzbehörde), Barichgasse 40–42, 1030 Vienna, www.dsb.gv.at.

Last updated: November 2026 – this privacy information is provided to prospective tenants by link with the first enquiry, is available at wirmachenwg.at/datenschutz and is attached to the tenancy agreement as an annex. English translation for information purposes; the German version prevails.