

### Terms and conditions: KDZ Trainings

#### 1 Registration

Registration must be in writing, ideally online or by email. Registration is only valid upon receipt of a written confirmation at least three weeks before the date of training. If the number of registered participants is below the required minimum, KDZ reserves the right to cancel the event in a timely manner.

#### 2 Prices for KDZ trainings and seminars

The participation fee for the respective event must be paid after receipt of the invoice and before the start of the training. Depending on the type of training, our prices include all working documents & training materials, welcome coffee, catering in the breaks, beverages in the training room and three-course lunch menus. Parking fees are not included in the price.

After the registration deadline and a binding confirmation from KDZ, invoicing is carried out in electronic form to the email address provided in the registration process.

##### KDZ attendance seminars

	0,5 day	1 day	1,5 days	2 days	2,5 days
<b>Normal price</b>	220,00	395,00	650,00	730,00	1.015,00
<b>Regular customer</b>	180,00	325,00	535,00	605,00	840,00

##### KDZ webinars (online trainings)

	0,5 day	0,75 day	1 day
<b>Normal price</b>	190,00	265,00	340,00
<b>Regular customer</b>	150,00	215,00	270,00

The seminar prices listed exclude 20% VAT.

#### 3 Bonus system and discounts

- Supporting members:** Participants from supporting members of KDZ and regular customers receive a discount of approx. 20 percent.
- Group discount:** If three or more individuals from one institution participate in a seminar, a discount of 10 percent is granted.

- Early bird discount:** Registrations up to six weeks before the date of the seminar will be rewarded with an early bird bonus of EUR 55 (webinars EUR 30).
- The early bird bonus and group discount are mutually exclusive!

#### **4 Target groups of KDZ trainings, seminars and events**

The seminars and events of KDZ are aimed at employees of local and regional authorities and associations, the federal states, the federal government and their companies, as well as politicians.

#### **5 Cancellations**

Cancellations are only accepted in written form.

- The cancellation fee does not apply up to four weeks before the seminar date.
- From four weeks before the seminar date, the cancellation fee is 30 percent.
- From two weeks before the seminar date, the cancellation fee is 50 percent.
- In the event of non-participation, the full amount is charged. If a substitute is reported and will attend, the cancellation fee does not apply.

#### **6 Hotel and overnight stay**

All seminars take place in hotels of the \*\*\*\* category. Upon request, KDZ will be happy to reserve a room according to your specifications. Please settle the costs directly with the hotel.

#### **7 Data protection declaration**

##### **General data processing in the context of the business relationship**

KDZ is entitled to process personal data entrusted to it within the scope of the purpose of the contractual relationship. The contracting authority guarantees towards KDZ that all necessary measures are taken, in particular those according to the General Data Protection Regulation or statutory confidentiality obligations, such as declarations of consent from those affected.

In order to fulfil the contract for the implementation of a KDZ training event, we process the following data categories: names, contact details, organization, name of employees or political body (contact persons) including contact details, bank details, contract data. Disclosure to third parties in the data categories (name, organization) is only carried out to contractually bound processors (operators of the event facilities and lecturers) for billing, room reservation and preparation purposes.

The provider service "ZOOM" is used for the electronic processing of webinars. By booking the webinar, you agree to pass on your e-mail address for online processing if necessary, for

technical reasons. Further information can be found in the relevant data protection guidelines (<https://zoom.us/de-de/privacy.html>).

We delete your data as soon as storage is no longer required or legal retention periods have expired.

### **Storage period**

The data sent by the contractual partner will be stored by KDZ for 7 years due to the statutory retention period.

### **Advanced data processing**

After completing the seminar or training, KDZ can report on the seminar as part of its own public relations work (e.g. in the Forum Public Management, KDZ newsletter or public lectures) after consultation and in agreement with the contracting authority.

### **Your rights**

You have the right to information, correction, deletion, restriction, data portability, revocation and objection. If you believe that the processing of your data violates data protection law or your data protection claims have otherwise been violated in any way, please contact us immediately. It may be a misunderstanding that can be quickly cleared up.

Mag. Wolfgang Oberascher will take care of your concerns. You can reach us using the following contact details:

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Telephone: +43 892 34 92-11, [institut\[at\]kdz.or.at](mailto:institut[at]kdz.or.at)

If you have any reason, and of course we do not hope so, you can complain to the responsible supervisory authority.

Austrian data protection authority

Website: <https://www.dsb.gv.at>, email: [dsb \[at\] dsb.gv.at](mailto:dsb[at]dsb.gv.at)