

Cyber*School

Info: wien@financetrainer.com

Registration

Written via homepage, mail or fax. The line will be enabled from your requested start date onwards (any first of the month). Your password, user manual and syllabus will be sent to you by e-mail.

Scope of services

The Cyber*School fees cover the enabling of the Cyber* School for the period of time defined in the seminar programme, a course handbook to be downloaded from the Internet, and technical as well as organisational coaching from our Cyber*Trainers. Should you be unable to finish the Cyber*School within the defined period of time an extension of 50% of the duration period is possible upon payment of a fee equivalent to 33% of the list price. An extension is possible up to two weeks before termination of the course. Any later requests shall require a new booking.

Training venue

Worldwide via any computer with Internet access: www.financetrainer.com.

Cyber*School Report

On successful completion of the final test participants receive a Cyber*School report stating the course contents and test results.

Withdrawal

In the event of withdrawal from the course after the line has been enabled the full invoice amount shall be payable.

Seminare

Info: wien@financetrainer.com

Registration

Written via homepage, mail or fax. Four weeks prior to the start of the seminar you will be sent the final confirmation, information regarding organisational details, your Cyber*School password for the pre-course training and the invoice.

Scope of services

The seminar fees cover all seminar papers and costs for PCs and software, the seminar package as well as the precourse Cyber*School preparation. Not included are accommodation costs and possible extras.

Training venue

We are happy to reserve a hotel room for you upon registration. Please state your requirements on the registration form.

Participation Confirmation

Every participant will receive a participation confirmation.

Withdrawal

In the event that you are unable to attend the seminar we will gladly welcome another member of your bank's staff as your replacement. Withdrawal up to 30 days prior to the start of the seminar shall entail a cancellation fee of 50% of the list price. In the event of withdrawal up to seven days prior to the start the full seminar fee shall be payable. Please note that we can only accept withdrawals made in writing. We would like to point out that a late cancellation might result in a cancellation fee for the hotel room.

ALPBACHER Finanzsymposium

Info: alpbach@financetrainer.com

Registration

Registration is in writing only; places are limited. Please note that this event specifically addresses CFOs and finance staff of large and medium-sized corporations whose admission will be given priority.

Scope of services

The price covers admission to all plenary sessions, panels, expert seminars, evening dos, buffets lunches and coffee breaks.

Training venue

Congress Centrum Alpbach
A-6236 Alpbach / Tirol

Withdrawal

In the case of withdrawal up until 4 weeks prior to the event you shall be reimbursed in full; withdrawal up until 14 days prior to the event shall entail a cancellation fee of 50% of the list price. In case of withdrawal after 14 days prior to the event the full fee shall be payable. Please note that we can only accept withdrawals made in writing. In the event that you are unable to attend we will gladly welcome another member of your company's staff as a replacement.

Data Protection Provisions

Finance Trainer takes the protection of personal data very serious and observe the rules according data protection strictly. The following provisions are valid for all products and services of all the companies in the Finance Trainer group, currently consisting of Finance Trainer International GmbH (domicile: Austria), Finance Trainer Luxemburg (domicile: Luxemburg), and Finance Trainer Research Institute (domicile: Luxemburg).

Website:

While accessing our web page some general information will be collected automatically by the use of cookies. This information (server logfiles) contains for example the name of the browser you used, the operating system, the name of the domain of your network services provider and similar things. In doing so only information, which does not allow drawing any conclusions regarding your person, is gathered.

This information is necessary in a technical way, in order to show the desired content in the correct way. This also means that for using our website allowing us to gather this information is compelling. They will be processed especially for the following reasons:

- to ensure an easy establishment of a connection to our website,
- to ensure an easy use of our website,
- to analyse the system security and stability and
- for other administrative reasons.

The processing of your data is based on our legitimate interest in the aforementioned reasons for data collection. We do not use your data to draw any conclusions regarding you personally. Your data will solely be received by the responsible body and (if necessary) external processors.

Anonymous information of this kind may be statistically analysed, to optimize our internet presence as well as its technique.

Use of Google Analytics:

This website uses Google Analytics, a web analysis tool provided by Google Inc. (hereinafter: "Google"). Google Analytics uses so-called "Cookies", meaning text files, which are saved on your computer and allow an analysis of the use of this website. The information generated by that cookie regarding your use of this website is generally transferred to a server of Google in the US and saved there. Due to the activation of IP anonymization on these websites, your IP address will be shortcut in the countries of the European Union and in the member states of the European Economic Area. Only in exceptional cases your full IP address will be sent to a Google serve in the US and shortcut there. On behalf of the operator of this website, Google will use this information to analyse the use of the website statistically, to compute reports about website activities and to provide other services regarding the use of the website in the web itself to the operating company. The IP address collected by Google Analytics from your browser will not be connected with other data from Google.

The reasons for data processing are clearly lying within the statistical analysis of the use of the website. In addition to that, reports regarding the activities on the website are generated. Based on this use of the website and the network, further services may be provided. The processing is based on the legitimate interest of the operating company.

The saving of cookies may be prevented by altering the settings of your browser software. However we have to point out that in this case some functionality of the website may be lost to you.

Registering on our Website:

While registering for some of our customised services some personal data are collected: name and surname, address, contact and communication data, telephone number and e-mail address. If you are registered in our system you have exclusive access to content and services which we can only offer to our registered clients. Moreover registered clients may alter or delete their data. Of course we do provide your information about your personal data collected in our system. If you wish we also alter or delete your data for you, if we do not encounter any legal storage time. If you want to contact us regarding these stipulations, do not hesitate to do so at the contact address provided at the end of this data protection provisions.

Enrollment:

While enrolling for one of our seminars, Cyber Schools, Online Games (i.e. i28), competitions and symposia your personal data will be collected and processed electronically. These will only serve Finance Trainer purposes, with the exception of external services provided by third parties (e. g. issuance of external exam certificates).

The data can be passed on to other attendees, sponsors and service providers of the same business event (for example attendee lists, passing on attendee data to speakers, and so on).

Every input of personal or business related data (e-mail addresses, names, addresses, companies, etc.) within our web presence is voluntary by the user him/herself.

You agree that Finance Trainer will use your data to send you information about the event. In addition, Finance Trainer may use your information to send newsletter and information about Finance Trainer products / events / seminars / educational programs, competitions and other information relevant to you.

Additionally pictures and videos maybe taken for press and public activities, as well as for documentational reasons during Finance Trainer events, which is published via internet, social media and print media.

Online training (Cyber School, online games as i28, etc.) and certifications (i.e. Certified ALM Manager) publishes „Halls of Fame“, „High ranking user“ or graduate lists with name and surname. Further information we publish only with your additional explicit consent.

Your rights as affected person:

By using the contact of our data protection officer provided at the end, you can exercise the following rights at any time:

- Disclosure of your personal data in our systems and of their processing
- Correction of wrong personal data
- Deletion of your personal data in our systems
- Limitation of your processing your data, if we are not allowed to delete them due to legal storage time
- Objection regarding our processing of your personal data
- Data transmission, based on your consent of our data processing or concluded a contract with us

If we got your approval, you can withdraw it at any time you want to be invalid in the future.

Reasons for processing data in the responsible body and third parties:

We are processing your personal data only for the reasons stipulated in this data protection provisions. A transfer of your personal data will not take place except for the reasons stated here. We provide third parties with your personal data only if:

- you provide us with your explicit approval,
- the processing is necessary in order to fulfil a contract with you,
- the processing is necessary in order to fulfil a legal obligation or
- the processing is necessary in order to protect legitimate interests and there is no reason to assume that you have a predominant legitimate interest in the non-transfer of your data.

Social Media:

We do not have any influence on the data collection and data processing of a social media provider. At this point it has to be assumed that a direct connection to the services of the third party provider will be established as well as at least one IP address and other device-related information will be collected and processed. Additionally there is a possibility that the third party provider tries to save cookies on the device used. The specific data to be collected and processed can be found in the data protection provisions of the according third party provider.

Note: If you are already logged in on Facebook, it may identify you as visitor of certain websites.

We have integrated the social media buttons of the following companies:

LinkedIn

Twitter

Xing

Facebook

Cancellation:

By request you can sign out of receiving our newsletter and/or information about our products. This can be done by sending an e-mail with the subject line "unsubscribe" to wien@financetrainer.com. All our e-mails contain an according link.

Alteration of our Data Protection Provisions:

We reserve the right to adapt this data protection provisions at any time to make sure they comply with the current legal specifications or to ensure that changes in our services are implemented in the right way in this data protection provisions (e. g. introduction of new services).

Questions to the Data Protection Officer

If you have any questions regarding the processing or saving of personal data, please do not hesitate to ask our Data Protection Officer Mr Magister Heinz Hausknecht. Via E-Mail: Hausknecht@financetrainer.com

Regarding any complaints, please refer to:

Österreichische Datenschutzbehörde (Austrian Data Protection Authority)
Wickeburggasse 8
1080 Wien, Austria
Telephone: +43 1 52 152-0
E-Mail: dsb@dsb.gv.at