

Participation in OFI-pts

Terms and conditions

1. Technical conditions for participation

The participating laboratory intends to take part in a precision test for selected measuring procedures and shall accept the following requirements:

- All instruments, chemicals and any other specified requirements for the test procedure shall be available and calibrated in the laboratory at the start of the programme.
- The participants shall request information from the organiser of the PTS on specific test conditions before samples are distributed.
- All specified requirements concerning the time frame such as the starting date, reporting of test results and the end of the programme shall be met precisely.
- The organiser's specifications with regard to the uniform measuring procedure shall be complied with.
- The test items are treated in the same way as the majority of routinely tested samples (taking into account the specific provisions in the instructions).
- The measurements shall be performed by a qualified person.
- ISO 17025 accredited participants must comply with the technical specifications of ISO 17025 for the respective examination
- Any deviations from the organiser's specifications shall be communicated by email to pts@ofi.at and entered in the comment box in the input mask.
- It is strictly forbidden to change information about results between different participants.

The test results relate only to the samples tested. OFI shall not be made liable for the results of the proficiency tests.

2. Organisational conditions for participation

The general terms and conditions of OFI Technologie & Innovation GmbH shall be valid, which can be found at https://www.ofi.at/1wp/content/uploads/2023/02/GTC-OFI-Technologie-Innovation-GMBH_2019.pdf.

Disclosure of information

The participants accept that the participation is anonymous and that no company-specific data may be passed on to third parties by the provider and the participants. Reports may only be made available to authorities in full with the name of the OFI. If the provider of the proficiency test center (OFI) requests that the results be handed over, the participants will be informed.

Fee

The participants shall agree that the invoice is made out after delivery of the samples. Reports will not be made available before receipt of the fee. The allowed time for payment is noted on the invoice and is a maximum of 30 days. After the third reminder, access to OFI's pts portal can be denied.

Conditions for cancellation

In the case of a cancellation of participation, the following fees apply:

Before the registration deadline: 0 % of the participation fee

After the registration deadline, before test sample distribution: 50 % of the participation fee

After test sample distribution: 100 % of the participation fee

Reports

The final report consists of a general introduction and a specific test method evaluation. The report will be published as a digital document on the OFI-pts portal. Confirmations are sent to the participants as a digital document by email.

The original of this text has been drawn up in German. The German version shall be the authentic one and prevail over the English one in all matters of interpretation and construction. The English version shall be deemed to be only a translation for information purposes.

OFI Data Protection Declaration

The protection of your personal data is of great importance to us. We treat your personal data as confidential and process them exclusively on the basis of statutory provisions (European General Data Protection Regulation, Austrian Telecommunications Act (TKG) of 2003). In this Data Protection Declaration, we explain what data we gather for which purpose, and how these data are used.

The principle of anonymous website use

As a rule, you can use our website without disclosing any personal data. However, divergent regulations may apply to the use of certain services, as discussed below.

Cookies

Our website uses 'cookies'. Cookies are small text files that are placed on your end device by means of your browser. They do not cause any harm.

We use cookies for making our services user-friendly. A few cookies will remain stored on your end device until you erase them. They enable us to recognise your browser when you visit our website again.

If you do not wish this, you can set your browser in such a way that it informs you before cookies are installed, and asks for permission in each individual case.

The deactivation of cookies may restrict the functionality of our website.

Web analysis

Our website uses functions of Google Analytics, a web analytics service offered by Google Inc. ('Google'). For this purpose, cookies are used that permit an analysis of the use of our website by users. The information obtained in this way is communicated to a Google server in the U.S.,

where it is stored. Google is subject to the Privacy Shield framework. The corresponding certificate is available at <https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI>. You can prevent this by setting your browser in such a way that no cookies are stored. Please note that, in this case, you may not be able to use the full functionality of this website. You can also prevent the collection by Google of data that are obtained by the cookie and are related to the usage of the website (including your IP address) and the processing of these data by downloading and installing the browser plug-in that you find by clicking following link: <http://tools.google.com/dlpage/gaoptout?hl=de>.

We have concluded a corresponding data processing agreement with the service provider. For further information on terms of use and data protection please visit <http://www.google.com/analytics/terms/de.html> and <https://support.google.com/analytics/answer/6004245?hl=de>. Please note that on this website, the `gat._anonymizeIp()`; code has been added to Google Analytics, which ensures the storage of IP addresses in an anonymised way ('IP masking'). This prevents accurate geographic reporting.

The data are processed on the basis of the applicable statutory provisions of Section 96, para. 3 of the Austrian Telecommunications Act, as well as Art. 6, para. 1 (a) on consent and/or 1 (f) on legitimate interests of the General Data Protection Regulation. With regard to legitimate interests, our goal is to improve our services and our web presence.

Our users' private sphere is particularly important to us. We therefore pseudonymise user data automatically and, in addition, store them for a maximum period of 2 years. You can click this link to prevent the collection of data by Google Analytics. This installs an opting-out cookie that prevents the future collection of your data when you visit our website.

Contacting us

If you contact us via the form on the website or by e-mail, we will store these data for the purpose of processing the request and in case of any follow-up queries. We will not pass on your data without your consent.

Collection and processing of personal data

We do not process personal data unless you have voluntarily provided them of your own accord – for instance, by signing up as an OFI member, registering for a (further) training event, requesting information, or contacting us in any other way.

We use the personal data you have provided to the extent to which they are required for the respective purpose in your interest (e.g. providing access to certain information on the website [login area], processing orders, distributing newsletters or information material, etc.). You can withdraw your consent at any time, with future effect.

Newsletters/direct mails

For subscription to the OFI newsletter, we use the double-opt-in procedure. At first, we send a confirmation email to the email address you have provided, and ask you to confirm your subscription. The subscription will only become effective after you have clicked the activation

link in the confirmation email. We use the data you have provided for the exclusive purpose of sending you the OFI newsletter, which may include invitations to events or similar information. In order to distribute the newsletter, we send your data to rapidmail, a certified German provider of newsletter software, which has been carefully selected in accordance with the requirements of the General Data Protection Regulation and the German Federal Data Protection Act. In order to protect your data, we have concluded a data protection agreement with rapidmail. rapidmail is not allowed to make available or sell your data to third parties. Your data may only be used for sending you the OFI newsletter.

You can withdraw your consent to the storage and use of your data for the purpose of newsletter distribution at any time, e.g. via the unsubscribe link in the newsletter.

Events

OFI uses an automated processing system for the personal data that you have provided upon registration. Your registration can only be handled using the online software that has been made available and on condition that the required information has been provided. Unless the necessary data are provided, we cannot process your request.

In addition, your data are used for the purpose of directly marketing events we organise that are similar to the one for you have registered. This information will be provided by email or letter. This use constitutes a legitimate interest on the part of OFI. You can withdraw your consent to the processing of your data for direct marketing purposes at any time, in writing.

When taking part in an event, the participant shall take note of the fact that in the context of the event in question, photos, video and/or audio recordings of the participant can be made. This use constitutes a legitimate interest on the part of the organiser of the event. You can withdraw your consent to the processing of these data for direct marketing purposes at any time, in writing or in person on the spot.

OFI shall reserve the right to use the photos, video and/or audio recordings free of charge, without any limitations as to time, location and content, and particularly for the following purposes:

- distribution through publication on OFI's own website;
- publication on social media platforms (in the context of events);
- use for internal purposes (film presentations in the context of internal events, on the intranet or in internal communication systems);
- use in printed products

Security

We use technological and organisational security measures in order to protect your data against manipulation, loss, destruction and access by third parties.

Your rights

You basically have the right of access, right to rectification, right to erasure, right to restriction of processing, right to data portability and right to object. If you believe that the processing of

your data is a violation of data protection law or that your data protection rights have been infringed in any other way, you can file a complaint with the supervisory authority. In Austria, this is the data protection authority.

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Released on: 2023-11-15

by: Philipp Larisch

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by: Philipp Larisch