

## Duty to inform our applicants according to Art. 13 DSGVO

<b>Name of person responsible</b>	portrino GmbH Könnertitzstr. 3 01067 Dresden, Germany
<b>Contact details of the person responsible</b>	Phone: +49 351 5009575 Fax: +49 351 5009571 E-mail: <a href="mailto:info@portrino.de">info@portrino.de</a>
<b>Name and contact details of the data protection officer</b>	Steffen Prasse Phone: +49(0) 351 41 88 50 50 Email: <a href="mailto:steffen.prasse@itexia.com">steffen.prasse@itexia.com</a>
<b>Purposes of data processing and the legal basis for processing the data</b>	<ol style="list-style-type: none"> <li>1. To fulfil contractual obligations in accordance with Article 6 para. 1b DSGVO, i.e. to initiate and, if necessary, conclude an employment contract with you and to carry out associated processes.</li> <li>2. Within the scope of the weighing of interests according to article 6 paragraph 1f DSGVO, if necessary, we process your data beyond the actual fulfilment of the contract to protect the legitimate interests of us or third parties, e.g. for processing of internal telephone and contact lists, internal and external communication, prevention of criminal offences, assertion of legal claims and defence in legal disputes, application for funding projects, etc.</li> <li>3. We process your data on the basis of your consent pursuant to Article 6 paragraph 1a DSGVO, insofar as you have given us consent to the processing of personal data for certain purposes, e.g. to store your data for longer than the legally prescribed period or to receive a newsletter.</li> </ol>

	<p>4. In addition, we process your data on the basis of legal requirements according to article 6 paragraph 1c DSGVO, i.e. according to various legal obligations, e.g. § 257 commercial code and § 147 tax code and GoBD for the storage of tax-relevant data, social code, general equal treatment law (AGG) and other relevant laws.</p>
<p><b>Recipient of the data</b></p>	<p>Within our company, only the employees who need your data to fulfil our contractual and legal obligations have access to it.</p> <p>Service providers and representative agents contractually bound by us may receive data for these purposes if those involved are obliged to secrecy and written data protection instructions are observed. These are mainly companies from the following categories: lawyers for the assertion or defence of legal claims, payment transactions.</p> <p>Furthermore, third parties may receive data for certain purposes if this is required by law as part of your application (e.g. notification to the Federal Employment Agency) or to initiate and if necessary conclude a contract with you or third parties as part of your application for the above-mentioned purposes of data processing and on the legal basis for processing the data.</p>
<p><b>Storage period or criteria for determining the period</b></p>	<p>Your personal data will be stored for as long as is necessary to fulfil our contractual and legal obligations in the application process. This storage period is usually 6 months. In the event of your consent to the storage of your data beyond the legally prescribed duration, the duration may be correspondingly longer. If the data are no longer necessary for the fulfilment of contractual or legal obligations, they are deleted, unless the storage is necessary as a result of legal retention periods (e.g. fulfilment of commercial and tax retention periods of 10 years, fulfilment of retention obligations for documents for subsidy projects both of our own and for customers of 15 years).</p>

<b>Your right</b>	You have the right to information about the personal data concerned as well as to the correction or deletion or to restrictions on the processing or a right of objection against the processing as well as the right to object to data transfer. You can object to a given consent for processing at any time, which applies going forward.
<b>Necessity of providing your data</b>	Furthermore, you have the right to complain to a supervisory authority. The provision of personal data is necessary for the initiation and, if necessary, conclusion of an employment contract or another contract with you or third parties within the framework of your application for the above-mentioned purposes of data processing and on the legal basis for processing the data. Without this personal data we are not in a position to process your application and, if necessary, conclude a contract with you.
<b>Transfer of personal data to a third country or an international organization</b>	N/A
<b>Automatic decision according to Art. 22 para. 1.4 DSGVO:</b>	N/A