

## Duty to inform our business partners according to Art. 13/14 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>	<p>1. The purpose is to fulfil contractual obligations pursuant to Article 6 para. 1b DSGVO, i.e. to initiate, conclude, execute and terminate a contract for products/services or other agreements with you or third parties.</p> <p>2. Within the scope of balancing interests pursuant to Article 6 para. 1f DSGVO, If necessary, we process your data beyond the actual fulfilment of the contract to safeguard the legitimate interests of us or third parties, e.g. processing of internal telephone and contact lists, internal and external communication, guaranteeing IT security and IT operation, measures for business control and further development of services and products, prevention of criminal offences, assertion of legal claims and defence in legal disputes, procurement of products and services, initiation of customer contracts, application, execution and settlement of subsidised projects, etc.</p> <p>3. We also process 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 specific purposes, e.g. registration for the newsletter, etc.</p>

	<p>4. In addition, we process data as a result of legal defaults according to article 6 Abs.1 c DSGVO, i.e. various legal obligations, e.g. § 257 commercial code and § 147 tax code and GoBD for the storage of tax-relevant data and other relevant laws.</p>
<b>Recipient of the data</b>	<p>Within our company, only the employees who need your data to fulfil our contractual and legal obligations have access to it. 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.</p> <p>These service providers and agents are mainly companies from the categories listed below: support/maintenance of EDP/IT applications, website hosts, purchasing/procurement, debt collection, tax consultants to prepare monthly and annual financial statements, postal and transport services, payment transactions, assertion of legal claims and defence in legal disputes.</p> <p>Furthermore, third parties may receive data for certain purposes if necessary for the initiation, conclusion, execution or termination of a contract with you or third parties within the framework of your contractual relationship for the above-mentioned purposes of data processing and the legal basis for processing the data or if you have given us your consent.</p>
<b>Storage period or criteria for determining the period</b>	<p>Your personal data will be stored as long as necessary for the fulfilment of our contractual and legal obligations. If the data are no longer necessary for the fulfilment of contractual or legal obligations, they are deleted, unless the storage is necessary according to 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 rights</b>	<p>You have the rights of access, rectification and limitation of the processing and deletion of the personal data concerned as well as the right to object to the processing and to data transfer. You can object to your given consent to processing at any time with effect for the future.</p>

	Furthermore, you have the right to complain to a supervisory authority.
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<b>Necessity of providing your data</b>	The provision of personal data is necessary for the initiation, conclusion, execution and termination of the contract with you or third parties within the framework of your contractual relationship for the above- mentioned purposes of data processing and the legal basis for processing the data. Without this personal information, we will not be able to enter into, execute and terminate a contract with you.
<b>Transfer of personal data to a third country or an international organisation</b>	Data will only be transferred to countries outside the EU or the EEA (third countries) if this is necessary or legally required (e.g. tax or other reporting requirements) to initiate, execute, terminate or support our contracts for the provision of a service or the purchase of a product with our end customers, and as long as you have given us your consent or it is within the scope of order processing pursuant to Art. 28 DSGVO. If service providers in a third country are included, they are bound by written instructions and obliged to comply with the data protection level in Europe by an agreement of the EU standard contract clauses.
<b>Automatic decision according to art. 22 para. 1,4 DS-GVO</b>	N/A
<b>Right to object to direct marketing measures</b>	If the processing is based on your consent, you have the right to revoke that consent at any time, without affecting the legality of the processing based on your consent up to that point.