

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

<p><b>Name of person responsible</b></p>	<p>portrino GmbH Koenneritzstr. 3 01067 Dresden, Germany</p>
<p><b>Contact details of the person responsible</b></p>	<p>Phone: +49 351 5009575 Fax: +49 351 5009571 E-mail: <a href="mailto:info@portrino.de">info@portrino.de</a></p>
<p><b>Purposes of data processing and the legal basis for processing the data</b></p>	<ol style="list-style-type: none"> <li>1. We process data to fulfil contractual obligations pursuant to Article 6 para. 1b DSGVO, i.e. initiation, conclusion, execution and termination of a service contract with you.</li> <li>2. Within the framework of the weighing of interests pursuant to Article 6 para. 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 as far as you have not objected to the use of your data, credit assessment, assertion of legal claims and defence in legal disputes, guarantee of IT security and IT operation, i.e. advertising/marketing and opinion research</li> <li>3. We process data on the basis of your consent pursuant to Article 6 (1) a DSGVO, insofar as you have given us consent to the processing of personal data for specific purposes (e.g. receipt of a newsletter).</li> <li>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.</li> </ol>

<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. Service providers and representative agents contractually bound by us may receive data for these purposes as long as 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><b>Storage period or criteria for determining the period</b></p>	<p>Your personal data will be stored as long as it is 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 will be deleted, unless storage is necessary due to legal retention periods (e.g. fulfilment of commercial and tax retention periods of 10 years).</p>
<p><b>your rights</b> <b>Necessity of providing your data</b></p>	<p>You have the right 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 retract your given consent to processing at any time with this retraction applicable going forward. Furthermore, you have the right to complain to a supervisory authority. The provision of personal data is necessary for the initiation, conclusion, execution and termination of a contract with you for the delivery of our services. Failure to provide this data means that the services offered on the website or in our office cannot be performed.</p>
<p><b>Transfer of personal data to a third country or an international organisation</b></p>	<p>Data will only be transferred to countries outside the EU or the EEA (third countries) if necessary or legally required (e.g. tax or other reporting requirements) to initiate, execute, terminate or support our contracts for</p>

	<p>the provision of a service or the purchase of a product with our end customers, with your consent or 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.</p>
<p><b>Automatic decision according to art. 22 para. 1,4 DS-GVO</b></p> <p><b>Right to object to direct marketing measures</b></p>	<p>Does not take place</p> <p>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 up to that point.</p>