

Privacy policy from 25.05.2018

With the following explanations, we inform our customers and interested parties about the processing of personal data by us and the rights to which the data subjects are entitled in accordance with the General Data Protection Regulation (GDPR) applicable from May 25, 2018 in conjunction with the Federal Data Protection Act (BDSG). The legal basis for the provision of information results from Articles 13 or 14 of the GDPR.

This privacy policy will be updated as necessary and published in an appropriate form that can be accessed by the data subjects. This can be done by letter, e-mail, Internet and/or notice board.

1. Who is responsible for data processing?

Responsible for the processing of the data is Portal Systems AG (hereinafter also referred to as the company)
Fischertwiete 1, Chilehaus B, 20095 Hamburg
Phone: +49 40-22 60 40 00
Mail: info@portalsystems.de
Internet: www.portalsystems.de

2. How can the data protection officer be contacted?

The company has appointed a data protection officer who can be contacted at the following email address:
Mail: datenschutz@portalsystems.de. Please send postal addresses to the address stated in 1. above with the addition "Data protection - personal/confidential".

3. What personal data is processed?

The following data of customers and interested parties are processed:

- Names of contact persons in the customer's/prospective customer's company
- Communication data of contact persons in the customer's/prospective customer's company (e.g. e-mail, telephone)

4. Where does the data come from (data source)?

As a rule, we collect the data directly from the data subject, e.g:

- Collection of contact data for the preparation of an offer or other topics related to an order / project
- Collection of contact data for the purpose of inquiries to suppliers

Data that we do not collect directly from the data subject may be, for example, the following:

- Providing contact details of partner companies on whose behalf the company is active.

5. What is the data processed for and on what legal basis is this done?

Personal data may be processed if there is a legal basis for the processing. Data of customers/prospects are processed on the basis of the following legal bases:

- 5.1. Fulfillment of contractual obligations
Personal data is processed for the execution of the contractual agreement, e.g. the provision of services from an assignment. This also includes pre-contractual measures, such as the preparation of offers
- 5.2. Fulfillment of legal obligations
A large number of legal regulations must be observed in connection with the provision of services or the initiation of a contract. These include, for example
 - Statutory retention obligations for the company in accordance with German Commercial Code (HGB) and Tax Code (AO)
 - Any liability and warranty claims.
- 5.3. Legitimate interest of the controller
Processing may be necessary for the purposes of the legitimate interests pursued by the company, except where such interests are overridden by the interests or fundamental rights of the data subject.
/The rights and freedoms of the data subject, which require the protection of personal data, prevail. This includes, for example, advertising measures by the company after receiving your contact details.
- 5.4. Consent
If consent has been given for the processing of personal data, the respective consent is the legal basis for the processing specified in the consent. Consent can be revoked at any time with effect for the future. Any revocation will only affect future processing.

6. Is personal data passed on and if so, to whom?

No data is passed on to third parties in the context of contract initiation and service provision.

7. Is personal data transferred to a third country?

Personal data will not be transferred to a third country unless this is absolutely necessary for the intended purpose.

8. How long is personal data stored?

The company must comply with the legal requirements when initiating and executing the contract.

The statutory retention period for accounting and tax-related documents is generally 10 years. There is a 6-year retention obligation for commercial letters, regardless of whether they are in paper form or digital (email).

Regardless of the retention periods, it is ensured at all times that only permitted employees have access to the data. This applies to paper files and digital data in IT systems.

Paper-based files are destroyed in accordance with data protection regulations and data is deleted from IT systems at an appropriate time after the statutory retention period has expired.

9. What rights do data subjects have? The execution of a contract/provision of services or the initiation of a contract generally requires the processing of personal data. In this respect, the rights of data subjects must be guaranteed in compliance with certain requirements of the General Data Protection Regulation (GDPR):

- 9.1. Information
- 9.2. Correction
- 9.3. Deletion / right to be forgotten
- 9.4. Restriction
- 9.5. Contradiction
- 9.6. Right to data portability
- 9.7. Revocation of consent
- 9.8. Right to lodge a complaint with a supervisory authority

10. Is there an obligation to provide data?

Customers and interested parties must provide the personal data required for the establishment, execution and termination of the contract.
are necessary for the contractual relationship or

for the collection of which there is a legal obligation. Without the provision of the data, it is not possible to conclude a contract or perform the tasks associated with the order/contract.

11. Is data used for automated decision-making or profiling?

In the context of contract fulfillment/service provision or contract initiation, no techniques are used that enable profiling in accordance with Art. 4 No. 4 GDPR or automated decision-making in accordance with Art. 22 GDPR.