

Information on the processing of Data from business partners

General information

Brief description	Information for our business partners about the processing of their data by infoteam at the time of initial collection, i.e. when the data is processed by infoteam for the first time and in the course of our business relationship.
Business partner	In this context, we define business partners as all legal or natural persons with whom our company maintains business relationships. This includes our customers, suppliers, service providers, freelancers and other persons with whom we have a contractual relationship as well as project partners with and without a contractual relationship.
Goal	Fulfilment of data protection requirements regarding information obligations in accordance with Art. 13 and 14 GDPR
Notes	GDPR = General Data Protection Regulation
Gender note	For reasons of easier readability, we use the masculine form below; nevertheless, the information refers to members of all known and as yet unknown genders.

Data protection information in accordance with Art. 13 and 14 GDPR

According to Art. 4 No. 1 GDPR, your personal data includes all information that relates or can be related to your person.

The following details inform you about the processing of your data that is necessary for the fulfilment of your enquiry, an order or a contract and is required by law.

Contents

General information	1
Data protection information in accordance with Art. 13 and 14 GDPR	1
Contents	2
1 Name and contact details of the responsible organisation	3
2 Our data protection officer	3
3 Collection and storage of personal data; type, purpose and use	3
3.1 Data processing in the context of the business partner relationship	3
3.1.1 Categories and types of personal data	3
3.1.2 Purpose of data processing	4
3.1.3 Legal basis of the processing	4
3.1.4 Duration of storage	4
3.1.5 Recipients of your data	5
3.2 Data processing in the context of the service/freelancer relationship.....	5
3.2.1 Data on your CV and skills.....	5
3.2.2 Purpose of data processing	5
3.2.3 Legal basis of the processing	5
3.2.4 Duration of storage	5
3.2.5 Recipients of your data	5
4 Disclosure of data to third parties	6
5 Your rights as a data subject	6
6 Your right to object	7
7 Data processing online.....	7
8 Contact.....	7

1 Name and contact details of the responsible body

The controller within the meaning of data protection law is

infoteam Software AG
Am Bauhof 9
91088 Bubenreuth

and the

infoteam SET GmbH
Am Bauhof 9
91088 Bubenreuth

E-mail: [info\(at\)infoteam.de](mailto:info(at)infoteam.de)
Phone: +49 (0) 9131 / 78 00 - 0

You will find further information about our company, details of the authorised representatives and other contact options in the legal notice on our website: <https://www.infoteam.de/impressum>

2 Our data protection officer

We have appointed a data protection officer in our company. You can reach her as follows:

Dr Marion Herrmann
Data protection Symbiose GmbH, Hundingstr. 12, 95445 Bayreuth
E-mail: datenschutz@infoteam.de

3 Collection and storage of personal data; type, purpose and use

3.1 Data processing in the context of the business partner relationship

3.1.1 Categories and types of personal data

We process the data that you have transmitted to us in connection with your business contact or contract, that we have collected in this context or that has arisen in the context of the business relationship.

- Salutation, title, first name, surname
- address
- E-mail address
- Telephone number (landline and/or mobile)
- Contact details, e.g. for messenger services
- Fax number (if available & desired)
- Account details, if applicable
- Date of birth, if applicable
- Access data (if necessary for cooperation)

- for correspondence with you;
- for invoice processing;
- Creditworthiness data (if applicable)
- as well as information required for the fulfilment of the business partnership or the order/contract.

3.1.2 Purpose of data processing

Infoteam processes and uses your personal data,

- to be able to identify you as a business partner;
- to be able to advise you appropriately;
- in order to fulfil our contractual obligations towards you;
- in order to be able to fulfil our contractual obligations to our clients;
- to check whether you are fulfilling your contractual obligations,
- for correspondence with you;
- for invoicing or, if necessary, in the context of the dunning process;
- for the purposes of authorised direct advertising;
- in order to fulfil our legal obligations;
- for the assertion of any claims.

3.1.3 Legal basis of the processing

The processing of personal data takes place on the occasion of your enquiry or your order (customer) with us or your assignment (supplier, service provider, freelancer) by us and is necessary for the purposes mentioned for processing and for the fulfilment of obligations arising from our business relationship. The legal basis for this is Art. 6, 1b) GDPR.

A legitimate interest may also arise from internal organisational and administrative purposes, to protect the company's facilities, equipment and assets, as well as data processing systems and data. Processing of your data is permitted here unless the protection of your interests, fundamental rights and freedoms takes precedence.

Should the data be required for legal prosecution after the conclusion of the business contact, data processing may take place on the basis of the requirements of Art. 6 GDPR, in particular to safeguard legitimate interests in accordance with Art. 6, 1f GDPR. Our interest then lies in the assertion or defence of claims.

In individual cases, we may also obtain your consent to the processing or transfer of your data. In these cases, your consent is voluntary and can be revoked by you at any time in the future, unless otherwise agreed. You will not suffer any disadvantages if you do not give your consent or if you withdraw your consent at a later date.

The legal bases for this are Art. 6, 1b GDPR, the fulfilment of contractual obligations, Art. 6, 1f GDPR, in the context of the balancing of interests and due to legal requirements pursuant to Art. 6, 1c GDPR.

3.1.4 Duration of storage

The personal data collected will be stored until the end of the statutory retention period (6 or 10 years after the end of the calendar year in which the business relationship was terminated) and then deleted. By way of exception, this does not

apply if we are obliged to store the data for a longer period due to tax or commercial law retention obligations (in accordance with the German Commercial Code (HGB), German Criminal Code (StGB) or German Fiscal Code (AO)) or if you have consented to storage beyond this period.

3.1.5 Recipients of your data

The recipients of your data are the internal departments involved in the organisation and processing of business partner relationships, in particular the departments with which you work in the context of business contact or which are responsible for your concerns.

3.2 Data processing in the context of the service/freelancer relationship

In addition to the information provided under point 3.1 we also process data from service providers/freelancers as follows:

3.2.1 Data on your CV and skills

For use in projects, both for our own and for customer projects, we collect the following fees in addition to the fees listed under point 3.1 we collect information on your qualifications, your professional experience and your portfolio. As a rule, you provide us with this data yourself via your CV or skills card. We may supplement the data with the projects you have completed with us.

3.2.2 Purpose of data processing

- Selection of qualified service providers for projects.
- Ensuring the required qualification.
- Fulfilment of customer requirements

3.2.3 Legal basis of the processing

The legal basis is on the one hand Art. 6, 1b GDPR the contract with you or with our customers, on the other hand Art. 6, 1f GDPR the legitimate interest of the company to use you in the best possible way.

3.2.4 Duration of storage

The data is stored for 3 years after collection and deleted in the 4th year if you have not been deployed. If you have been deployed, the data is relevant to the business and is generally stored for 6 years after your last deployment and deleted in the 7th year. Exceptions are possible if there are legal obligations or obligations to our customers that require longer storage. We will inform you of this on a project or order-related basis.

3.2.5 Recipients of your data

The recipients of your data are internal departments involved in the organisation and processing of projects and orders, in particular the departments with which you work in the context of business contact or which are responsible for your concerns.

External recipients of your data may be customers for whose projects you are or could be employed.

4 Disclosure of data to third parties

Your personal data will not be transferred to third parties. Exceptions to this only apply if this is necessary for the processing of contractual relationships with you. This includes in particular the transfer to service providers commissioned by us (so-called processors) or other third parties whose activities are necessary for the fulfilment of the contract (e.g. shipping companies, banks). The data passed on may only be used by the third parties for the stated purposes.

5 Your rights as a data subject

As a data subject affected by data processing, you have various rights:

- **Right of revocation:** You can revoke any consent you have given us at any time. The data processing based on the revoked consent may then no longer be continued in the future.
- **Right to information:** You can request information about your personal data processed by us. This applies in particular to the purposes of the data processing, the categories of personal data, the categories of recipients, if applicable, the storage period, the origin of your data, if applicable, and the existence of automated decision-making including profiling and, if applicable, meaningful information on their details.
- **Right to rectification:** You can request the rectification of incorrect or the completion of your personal data stored by us.
- **Right to erasure:** You may request the erasure of your personal data stored by us, unless its processing **is necessary** for exercising the right of freedom of expression and information, for compliance with a legal obligation, for reasons of public interest or for the **establishment, exercise or defence of legal claims**.
- **Right to restriction of processing:** You can request the restriction of the processing of your personal data if the accuracy of the data is disputed by you or if the processing of the data is unlawful but you refuse to delete it. You also have this right if we no longer need the data, but you need it for the establishment, exercise or defence of legal claims. You also have this right if you have objected to the processing of your personal data.
- **Right to data portability:** You can request that we send you the personal data you have provided to us in a structured, commonly used and machine-readable format. Alternatively, you can request the direct transfer of the personal data you have provided to us to another controller, insofar as this is possible.

- **Right to lodge a complaint (complaints office):** You have the right to lodge a complaint about our processing of your personal data with a data protection supervisory authority, e.g. if you believe that we are processing your personal data unlawfully.

Our competent data protection supervisory authority is

Bayerisches Landesamt für Datenschutzaufsicht (BayLDA)
Promenade 18, 91522 Ansbach, Germany
Phone: +49 (0) 981 180093-0
E-mail: poststelle@lda.bayern.de

6 Your right to object

If we process your personal data on the basis of a legitimate interest, you have the right to object to this processing. If you wish to exercise your right to object, a notification in text form is sufficient. You are therefore welcome to write to us, send us a fax or contact us by e-mail. Our contact details can be found under point 1 of this data protection notice.

7 Online data processing

Our website at www.infoteam.de also processes certain personal data, including the IP address of website visitors. You can therefore find additional data protection information online at www.infoteam.de/datenschutz.

8 Contact us

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