

## Data protection information for Wrike

### 1. Purpose of this data protection information

In addition to our standard data protection information, we would like to clarify this with regard to the processing of your personal data in connection with Wrike as follows.

You have received an invitation to use Wrike from DUALIS GmbH IT Solution, Breitscheidstraße 36, 01237 Dresden (hereinafter referred to as "we" or "us") as the responsible body within the meaning of the applicable data protection law.

Wrike is a platform for task & project management for individual users, teams, communities and networks, which can be used across organisational units.

When using Wrike, personal data about you will be processed. Please note that this privacy notice only informs you about the processing of your personal data by us when you use Wrike together with us. If you require information about the processing by Wrike, please see the relevant statement at the following link...: <https://www.wrike.com/security/privacy/>

**2. The responsible party** within the meaning of data protection law is the

**DUALIS GmbH IT Solution**  
**Breitscheidstraße 36**  
**01237 Dresden**

Phone: +49 (0) 351 47791 0

E-Mail: [dualis@dualis-it.de](mailto:dualis@dualis-it.de)

Internet: [www.dualis-it.de](http://www.dualis-it.de)

### 3. Data Protection Officer

We have appointed a data protection officer in our company. You can reach him under the following contact options:

DUALIS GmbH IT Solution  
Breitscheidstraße 36  
01237 Dresden  
E-Mail: [datenschutz@dualis-it.de](mailto:datenschutz@dualis-it.de)  
+49 (0) 351 47791 335

### 4. Which of your data do we process and where does the data come from (data source)?

Certain information is already processed automatically as soon as you use the wrike. The following categories of data are processed:

- Communication data (company, name, telephone, e-mail - if personal, address, IP address)
- Log files, protocol data
- Profile data (e.g. your user name, if you provide it yourself)
- Content data (document-related, task-related)
- Authentication data
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## **5. What are the data processed for and on what legal basis?**

Wrike is primarily used for informal communication, collaboration and task & project management within DUALIS GmbH IT Solution and with DUALIS GmbH IT Solution.

We carry out the data processing on the basis of a legitimate interest in accordance with Art. 6 (1) f) DS-GVO. Our legitimate interest for data processing is the communication and collaboration of our employees, business partners and interested third parties.

The data processing with Wrike takes place on servers in data centres in the European Union. For this purpose, we have concluded a commissioned processing agreement with Wrike, Inc. within the meaning of Art. 28 DS-GVO. Accordingly, we have agreed extensive technical and organisational measures with Wrik Inc. for Wrike, which correspond to the current state of the art of IT security, e.g. with regard to access authorisation and end-to-end encryption concepts for transmission paths, databases and servers.

## **6. Recipients or categories of recipients of your data**

We will only transfer your personal data to other data controllers if this is necessary for the performance of the contract, if we or the third party have a legitimate interest in the transfer or if we have your consent. Where Wrike is not acting as our processor, data will be transferred to Wrike, Inc. as an independent controller.

In addition, data may be transferred to other data controllers where we are required to do so by law or by enforceable governmental or court order.

The transfer is made to Wrike, Inc. as a processor as well as the sub-processors lawfully employed by Wrike, Inc. If they are located outside the EEA in so-called third countries, Wrike, Inc. ensures that the recipient either has an adequate level of data protection or has your consent to the transfer.

## **7. Third-country transfer**

We store, collect and process information mainly in Germany.

We comply with local laws and restrictions regarding the processing of personal data collected by us, including the General Data Protection Regulation.

As a matter of principle, we do not transfer data to countries outside the EU or the EEA (so-called third countries). If data is transferred to countries outside the European Union, we ensure that a level of data protection within the meaning of Art. 44 et seq. DSGVO is complied with.

## **8. Retention period**

We generally store your data for as long as is necessary to enable communication and collaboration via the Wrike platform we use for this purpose and the associated services, or for as long as we have a legitimate interest in continuing to store it. We delete your personal data with the exception of data that we must continue to store in order to fulfil legal obligations (e.g. we are obliged to retain documents such as business letters, contracts and invoices for a certain period of time due to retention periods under tax and commercial law).

Login data and IP addresses are deleted by Wrike after 180 days at the latest. You can find more information on the Wrike website (<https://www.wrike.com/security/privacy/>).

## 9. Your rights as a data subject

- You have the **right to obtain information** about the personal data we have processed concerning you (Art. 15 GDPR). In the case of a request for information that is not made in writing, we ask for your understanding that we may then demand verification from you that you are the person you claim to be.
- You have the **right to rectification, erasure or restriction of processing** to the extent permitted by law (Art. 16, 17, 18 GDPR).
- You have the **right to object to processing** to the extent permitted by law (Art. 21 GDPR).
- You have the **right to data portability** to the extent permitted by law (Art. 20 GDPR).
- You have the **right to lodge a complaint**. This gives you the opportunity to lodge a complaint with the competent supervisory authority (state commissioner for data protection) if you are of the opinion that we are not processing your personal data lawfully (Art. 77 GDPR).
- If personal data has been collected based on your consent, you have the right to withdraw your consent at any time without the need to provide a reason (Art. 7(3) GDPR).

## 10. Scope of your obligations to provide your data to us

Your data is provided voluntarily and on the basis of and within the scope of the existing business relationship. You are not obliged to provide any further data.

## 11. Information about your right to object (Art 21 GDPR)

You have the right to object at any time to the processing of your data on the basis of Art. 6(1)(f) GDPR (data processing on the basis of the weighing of interests) if there are reasons to do so arising from your particular situation. This also applies to profiling based on this provision within the meaning of Art. 4(4) GDPR.

If you submit an objection, we will no longer process your personal data unless we are able to demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims. We may also process your personal data for direct marketing purposes. If you do not wish to receive advertising, you have the right to object at any time. We will honour your objection with prospective effect.

We will no longer process your data for direct marketing purposes if you object to processing for this purpose. You may send an objection informally to the address listed under Section 1.

## 12. Your right to lodge a complaint with the competent supervisory authority

You have a right to lodge a complaint with a supervisory authority (Art. 77 GDPR). The supervisory authority responsible for us is:

Commissioner for Data Protection for the Free State of Saxony  
P.O. Box 11 01 32  
01330 Dresden  
Internet: [www.datenschutz.sachsen.de](http://www.datenschutz.sachsen.de)  
Phone: +49 (0) 351-85471 101  
Email: [saechsdsb@slt.sachsen.de](mailto:saechsdsb@slt.sachsen.de)

However, we recommend that you always direct a complaint to our Data Protection Officer in the first instance.

Wherever possible, your requests to exercise your rights should be addressed in writing to the address above or directly to our Data Protection Officer.

### **13. Amendments**

We may make amendments to our data protection information from time to time to reflect changes in how we process data. We will inform you of any changes.