

# EXTERNAL PRIVACY POLICY

## NORDAROM AB

Responsible	Version	Last updated
Karin Liljebladh	1	2018-06-20

# 1 EXTERNAL PRIVACY POLICY

## 1.1 Introduction

Privacy and data protection is important for NordArom AB (NordArom). This Privacy Policy seeks to inform you about our personal data processing. Personal data is all personally identifiable information, such as name, address, phone number, e-mail address. All processing of personal data is based on the regulations of EU's General Data Protection Regulation (GDPR). Please read the following carefully to understand our views and practices regarding NordArom's personal data processing.

The Data Controller is NordArom, if you have any questions regarding privacy and data protection within NordArom you should contact [karin.liljebladh@nordarom.se](mailto:karin.liljebladh@nordarom.se), NordArom's Data Protection Officer (DPO).

## 1.2 Treatment of your personal data

Nord Arom process your personal data when you have entered into a contract with us on behalf of a company, been in contact with us or applied for a job at NordArom, and in some cases because we received the information from a third party. Legal basis for the treatment is fulfillment of a contract, legal obligations, legitimate interest and in some cases consent.

We treat your personal data for contractual purposes, administration of services and in our recruitment process.

## 1.3 Sharing of your personal data

Your data is stored in one or more databases hosted by third parties located in the EU. We do not transfer personal data outside the EU/EEA.

These third parties do not use and do not have access to your personal data for any purpose other than providing cloud services and storage services. We do not sell personal data to anyone, and only share personal data with third parties that facilitate the provision of our services, such as subcontractors, for whom we are responsible.

We do not otherwise share your personal information with third parties if not; (i) you request or approve it; (ii) information is disclosed to comply with the law, to comply with an agreement we have with you, or to protect our rights, property or security for our services, or other users or our employees; (iii) to deal with emergencies or force majeure events; or (iv) dealing with disputes, demands or responding to persons acting on your behalf.

## 1.4 Security for your personal data

In order to protect the integrity of your personal data, we take appropriate technical and organizational security measures. We limit access to your personal data to employees who need to access it to perform their work. In addition, we educate our employees about the importance of privacy and maintain the integrity and security of your personal data. We undertake to take appropriate disciplinary action to maintain the integrity of our employees.

## 1.5 Your rights

If you suspect that any information about you is incorrect or misleading, please contact us immediately. You may also notify us if you in any way want to restrict the processing of your personal information, object to the processing or delete them (subject to certain exceptions). Where technically viable, we will, upon your request, submit your personal information to you or transfer it directly to another data controller. You may also request, free of charge once a year, information about: the purposes of the treatment; categories of personal data; who outside NordArom has received personal information from us; what source the information has (if you did not submit it directly to us); and how long your personal information is stored. NordArom will respond to you no later than 30 days after the request has been received. To use the rights above, contact the DPO.

## 1.6 Data storage

Your personal data is stored no longer than necessary and follows clear erasure routines.

## 1.7 Cookies

We may obtain information about your general Internet usage by using a cookie file stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us improve our website and offer a better and more personalized service. They give us the opportunity to:

- Store information about your settings, as previously shown products and services performed with your computer so we can customize our site and show you product and service recommendations according to your interests.
- Speed up your searches
- Recognize you when you return to our site

Most browsers allow you to delete cookies from the hard drive of your computer, block all cookies, or get a warning before allowing a cookie to be stored. Keep in mind, however, that if you delete or disable cookies, some features might not work. To learn more about cookies and how they work, visit the following websites: <http://www.allaboutcookies.org> and <http://www.youronlinechoices.com>.

## 1.8 Further information

We realize that data protection and privacy issues are a long-term responsibility, so we may from time to time update this privacy policy when we develop our personal data processing or adopt new policies.

The European Union Data Protection Act and other countries' privacy laws give special rights to registered persons. A good explanation of these can be found on the website of the Swedish Data Inspection, <http://www.datainspektionen.se>. If you suspect that we in some way have processed your personal information incorrectly, you can turn to [datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se).