



## Our Privacy Policy

The purpose of this web site is to provide the visitor with information about our company and our activities. Furthermore, to provide you with our contact data. This Web site does not have any cookies, we do not collect any of your personal data from this website nor do we use google analytics to measure and analyse the traffic.

### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information, which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

**If you contact us by e-mail, post, phone, fax, or through other communication channels, we will register the contact data that you provide us.**

### What we collect

We may collect the following information:

- name and job title
- contact information including email address phone mobile skype address
- demographic information such as postcode and your address or the address of your company
- other information relevant to customer service and contact register

### What we do with the information we gather

We require this information to be able to contact you either by answering your request(s) or for other business-related matters. Your e-mail correspondence will be filed as business correspondence in our e-mail and will be deleted according to our routines, in general, three years after the closing of a fiscal year.

If we send you an offer and/or you become a client your name and contact data will be registered as a customer in our operative and accounting systems. Storing of accounting-related information will follow the National requirements. In case you are already a client or will become one, we seek to understand your needs and provide you with a better service, and in particular for the following reasons:

- reply to your request;
- where we need to perform any contract we have entered into with your company;
- where we need to comply with a legal obligation;
- where we have your consent;
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests, such as Internal record-keeping, or we may use the information to improve our products and services to mention some.



- we may periodically send promotional emails about new products, special offers or other information that we think you may find interesting using the email address that you have provided;
- from time to time, we may also use your information to contact you for market research purposes or to seek out potential business leads. We may contact you by email, phone, fax or mail. We may use the information to customize our services according to your interests and needs;
- we will not sell your information to third parties. Your data may be transferred to other companies within our company group.

## Security / Storage

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we register, and all our systems have access restrictions. Your data will be stored in our operative system and all our servers are situated within the European Economic Area (EU+EFTA). The data is stored encrypted and submitted to access control.

## Controlling your personal information

If you have previously agreed to our using your personal information, have contacted us, or done business with us, your contact data has been registered. You may change your mind at any time by contacting us in writing (you will find our contact data in our contact section of this web site).

*We will not sell, distribute or lease your personal information to third parties unless we have your permission, or we are required by law to do so. We may use your personal information to send information to the company you are representing about third parties which we think you may find interesting if you tell us that you wish this to happen.*

You may request details of the personal information which we hold about you under the General Data Protection Regulation (GDPR) If you would like a copy of the information held on you please write to Managing Director (you will find his/her contact data under the Contact section on this web site).

If you believe that any information, we are holding about you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

If you no longer work for the company we have registered in our operative and accounting systems (UNITEAM), or you do not wish to remain registered as a contact person for your company, please write an e-mail to us and we will make the required changes. '

If your company has not had any transactions with us for a period of three consecutive years after the termination of any fiscal year, the Company data will remain in our files, but all personal data related to said company will be erased.



## Job applicants

If you send us a non-solicited application, we will receive the data you send us, including your CV and contact information. We will evaluate if there are any possibilities or openings in our organization as well as consider if your candidacy might have interest to other companies within our group. We may therefore pass on the information to one of our sister organizations. Your Personal information will not be used or sold in any marketing-related activities.

By sending us your Personal data with your application, you consent to the filing of your information for a period of 6 months. After this period, we will delete your personal data, unless we receive your consent to file your information for a longer period.

Personal data for the candidates who have not received a job offer will be deleted after the successful candidate is selected, unless we ask for / receive your consent to file your information for an extended time and/or forward your information to other companies within our group.

## Website disclaimer

The information contained on this website is for general information purposes only. The information is provided by the company and while we endeavor to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Through this website, you are able to link to other websites, which are not under our control. We therefore have no control over the nature, content, and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

Every effort is made to keep the website up and running smoothly. However, we take no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.