

PRIVACY POLICY FOR CUSTOMER AND SUPPLIER CONTACTS

1. Scope of the privacy policy

- 1.1 Below, it is described how Prestando i Trelleborg AB, company reg. no. 556718-3883, with the address Box 305, 231 27 Trelleborg, and Prestando Kalmar AB, company reg. no. 556141-1017, with the address Verkstadsgatan 33, 392 39 Kalmar, (jointly “Prestando”, “us” or “we”) process personal data in relation to you as a customer or supplier contact.
- 1.2 Privacy matters are important to us and we prioritize your integrity. Therefore, it is important for us to protect your personal data and to ensure that our processing of the data is conducted in a correct and lawful way.
- 1.3 In this privacy policy, we explain which types of personal data we may process and for what purpose we process such data. We also detail our processing of personal data as well as what your choices and rights are in relation to such processing. We kindly ask you to carefully read our privacy policy and acquaint yourself with its content.
- 1.4 Please note that this privacy policy applies to processing over which Prestando is the controller. This means that we are responsible for the handling and processing of your personal data. It also means that you should turn to us with questions and comments, or if you wish to enforce any of your rights in relation to our processing of your personal data.

2. Processed personal data

Personal data refers to data that can be attributed to you personally. We may process the following personal data attributable to you as a contact at our customer or our supplier:

- (a) contact details such as name, e-mail address, and telephone number; and
- (b) information regarding your employer and your title.

3. The purpose and legal grounds of the processing

We process your personal data for the purpose of administrating our customer- and supplier relationships and to market our products and services. The processing occurs on the basis of our legitimate interest to streamline our business and our contact with our customers and suppliers, and to reach out with our marketing.

4. Storage of personal data

- 4.1 We store your personal data as long as necessary for us to fulfil the purpose of the processing. In the case your position as contact at our customer or supplier ends we only keep such personal data as required by law.
- 4.2 If we end our relationship with any of our customers our suppliers where you are our contact we may keep your personal data for marketing purposes for a year after the relationship ends.
- 4.3 If your personal data are no longer necessary for us in order to fulfil the purpose of the processing, or if the processing for any other reason is no longer allowed, the data will be anonymized or deleted.

5. Recipients

We may disclose your personal data with our processors, for example companies working with invoice administration or IT- and cloud services.

6. Your rights

- 6.1 You have the right to receive confirmation on whether or not we process personal data concerning you, and in such cases get access to such personal data and also information regarding the personal data and how we process it.
- 6.2 You have the right to have inaccurate personal data concerning you rectified without undue delay. Taking into account the purposes of the processing, you also have the right to have incomplete personal data about you completed.
- 6.3 You have, under certain circumstances, the right to have personal data concerning you erased, for example if the personal data are no longer necessary in relation to the purposes for which they were collected or if the personal data have been unlawfully processed.
- 6.4 In some circumstances you have the right to obtain restriction of the processing of your personal data. For example if you contest the accuracy of the personal data, you can also require that we restrict the processing of your personal data for such a period that enables us to verify the accuracy of the personal data.
- 6.5 You have the right to object to processing of your personal data that is based on our legitimate interests. If this is done, we must provide compelling legitimate grounds for the processing which outweigh your interests, rights and freedoms, in order to proceed with the processing of your personal data.

- 6.6 You have the right to object to our processing of your personal data to the extent such data is processed for direct marketing. Upon such objection we will no longer process your personal data for that purpose.
- 6.7 You have the right to receive the personal data relating to you and that you have provided to us, in a commonly used electronic format. You have the right to transmit that data to another controller (data portability).
- 6.8 You have the right to complain on the processing of your personal data by lodging a complaint to the Swedish Data Protection Authority (*S.m.* Datainspektionen).

7. Additions and amendments

We may make additions and amendments to this privacy policy. If we do so, we will publish the amended policy to our website. In such case, we kindly ask you to carefully review the updated privacy policy.

8. Contact us

To update, correct or erase data we have about you or to enforce your rights as described above, you are welcome to contact us at info@prestando.se.

[This privacy policy enters into force on 1 August 2017]