

# **NORMARK'S PRIVACY POLICY**

## **1. INTRODUCTION**

The purpose of Nordmark's privacy policy is to explain how we collect, use and protect personal data. This policy is a supplement to our other policies and guidelines on the processing of personal data.

This policy aims to meet the requirements of the GDPR and describes how we process the personal data of our customers, suppliers, partners, etc.

Personal data covers all data that can be used to identify a person, including, but not limited to, the person's first and last name, age, gender, home address or other physical address, e-mail address or other contact information, regardless of whether the data relates to the person's private domicile or workplace.

## **2. IN GENERAL ABOUT THE PROCESSING OF PERSONAL DATA**

Any processing of personal data is done with reference to the principles of legality, fairness and transparency. Personal data are collected only for explicitly stated and legitimate purposes, and we also observe the principle of data mining. We aim to ensure that all information is accurate and up-to-date, as well as the principles of restricted storage, integrity and confidentiality with accountability being highly prioritised.

If you have questions about the processing of personal data and this personal data policy, please do not hesitate to contact Tanja Bonde Sørig, [tjb@nordmark.as](mailto:tjb@nordmark.as), who has overall responsibility for such internal affairs.

## **3. DATA CONTROLLER**

Nordmark Maskinfabrik/Nordmark Production/Nordmark GmbH is the data controller, thus we ensure that your personal data is processed in accordance with the regulation.

### Contact information:

Nordmark Maskinfabrik A/S  
Kjeldgaardsvej 10  
9300 Sæby  
Bus. reg. no. DK26632773  
Tel. +45 9846 9800  
[mail@nordmark.as](mailto:mail@nordmark.as)  
[www.nordmark.as](http://www.nordmark.as)

Nordmark Production A/S  
Teknikervej 2  
8722 Hedensted  
Bus. reg. no. DK33877285  
Tel. +45 4445 0270  
[mail@nordmark.as](mailto:mail@nordmark.as)  
[www.nordmark.as](http://www.nordmark.as)

Nordmark GmbH  
An der Baumrönne 16  
27472 Cuxhaven  
Bus. reg. no. DE309040178  
Tel. +49 176 3436 8428  
[mail@nordmark.as](mailto:mail@nordmark.as)  
[www.nordmark.as](http://www.nordmark.as)

## **4. HOW YOUR INFORMATION IS PROCESSED**

### **When receiving enquiries**

When we receive an enquiry by e-mail/telephone or via social media, the personal data in the enquiry is subject to processing. For example if you contact us via Facebook, we will (via Facebook) receive certain information about you in terms of your name and photograph. In general, we will reply to an enquiry via the same medium through which you contacted us.

When contacting us by telephone, we will (if applicable) note your name and the purpose of the enquiry. We do this because it enables us to follow the enquiry up and document the enquiries we receive from our customers. You must therefore be aware that in some cases the relevant facts you give us during the telephone call are noted in our system.

### **Processing of information about contact persons**

Nordmark generally records the details of one contact person for customers, partners and suppliers with whom we enter into contracts. We typically record the person's name, title, e-mail address and telephone number.

In addition, we write visit reports from meetings with our customers, when we note, for example, the contact person concerned, the specific contracts and customer requirements. Thus, personal data could be included, but sensitive personal data is never recorded.

The purpose of processing this data is to administer the signed contract.

### **Handling of event attendees**

If Nordmark is hosting an event where registration is required, the contact information of those attending the event, i.e. their name, where they work/title and email address, will be processed. This is done to help us handle registration for the event.

If you attend an event, you must be aware that in some cases we take pictures of situations from the event and share them on our website and/or social media platforms. The aim is to brand the events we organise and Nordmark as a whole. If you do not want to be in any pictures, you can simply inform us at the start of the event.

## **5. DISCLOSURE OF PERSONAL DATA**

Personal data will only be disclosed to third parties in accordance with the contents of this privacy policy and the GDPR.

We will only disclose your data to the extent that the conditions of the GDPR are met, including when we have a duty to disclose or share the data; to comply with a legal obligation or in order to defend or establish a legal claim, etc. The data may also be disclosed when ordered by a court of law or other authority or to protect trademarks, rights or property. This includes exchanging information with other companies and organisations for fraud protection. In addition, we may disclose personal data to our lawyer or accountant when preparing the annual accounts or settling a legal dispute.

We use service providers who perform work on our behalf. The services may include server payroll processing, insurance and pension companies, hosting and system maintenance, analysis, payment solutions, address and solvency control, e-mail services, etc. These partners can access data to the extent necessary to provide their services.

The partners will be contractually obliged to treat all data strictly confidential and are therefore not permitted to use the data for any purposes other than those covered by their contractual obligations towards us.

## 6. STORAGE AND ERASURE POLICY

We store information about you for as long as we have a legitimate and justifiable reason for doing so. We periodically review our systems in order to erase all relevant personal data, and we have adopted a series of defined erasure procedures. Personal data can be stored longer if there is a justifiable reason for doing so, for example, during the establishment of a legal claim. In general, contact information is stored for the duration of a partnership or customer relationship. In addition, we always keep bookkeeping records, signed agreements and mail correspondence, which form part of the contract documents, for five years after they have been filed or the contract has been terminated. This is done to comply with storage provisions set out in the Danish Bookkeeping Act.

## 7. RIGHT OF ACCESS, RECTIFICATION AND ERASURE

In connection with the processing of personal data, you have several rights:

- The right to inspect your personal data.
- The right to have inaccurate personal data rectified.
- The right to request erasure of your personal data.
- The right to object to your personal data being used for direct marketing.
- The right to object to automated individual decision-making, including profiling.
- The right to receive your personal data in a machine-readable format (in some cases).
- The right to complain to the Danish Data Protection Agency about the way we process your personal data.

Should you wish to exercise these rights, please contact Tanja Bonde Sørig, [tjb@nordmark.as](mailto:tjb@nordmark.as).

## 8. SECURITY

We protect your personal data and we have a set of internal rules on information and IT security. Our internal security regulations contain measures to protect your personal data from being destroyed, lost or changed, unauthorised disclosure, and to prevent unauthorised persons from gaining access to or knowledge of your data.

We have granted access rights to employees who process personal data. To avoid losing data, we continuously make backups of our datasets.

In the event of a security breach that results in a high risk to you in terms of discrimination, identity theft, financial loss, loss of reputation or other major inconvenience, we will notify you of the breach as soon as possible, and we also have a statutory obligation to notify the Danish Data Protection Agency.

## 9. COMPLAINTS

All data subjects have the right to complain to the Danish Data Protection Agency about the way we process personal data.

Complaints are made by contacting:

The Danish Data Protection Agency  
Borgergade 28, 5.  
1300 København K  
e-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)  
Tel. 3319 3200

## 10. VERSION AND UPDATES

The rapid development of the Internet means that it may be necessary to amend our privacy policy. We reserve the right to update and amend these guidelines for the processing of personal data. Should this be necessary, the 'last updated' date at the bottom of the page will naturally be changed. In the event of significant amendments, we will inform you through a clearly visible announcement on our notice boards.

This privacy policy was last amended on 11-07-2018.



No personal data are **collected** beyond the minimum necessary for each specific purpose of the processing



No personal data are **disseminated** to commercial third parties



No personal data are **retained** beyond the minimum necessary for each specific purpose of the processing



No personal data are **sold** or **rented out**



No personal data are **processed** for purposes other than the purposes for which they were collected



No personal data are retained in an **unencrypted** form