

## **GENERAL DATA PROTECTION REGULATION (GDPR)**

### **1 PRIVACY POLICY**

Stålprofil PK AB (Stålprofil) safeguards privacy and always strives to protect personal data in the best possible manner and to comply with applicable data protection laws and regulations. We would like to use this privacy policy to provide information on how personal data is processed by Stålprofil. This policy applies to all data collected in connection with customer enquiries, orders and purchases made from Stålprofil. The privacy policy also applies to supplier employees and contacts.

### **2 WHO IS THE DATA CONTROLLER?**

Stålprofil PK AB (556354-9558), Kärrastrandvägen 126, SE-451 76 Uddevalla is responsible for processing personal data. You can contact our responsible employee by phoning +46 (0)522-646870 or emailing [info@stalprofil.se](mailto:info@stalprofil.se).

### **3 WHICH PERSONAL DATA IS PROCESSED?**

Stålprofil processes personal data with which you have provided us. When you make an enquiry or a purchase from us you will provide us with information, as is the case when you sign up for newsletters.

The starting point is to not process more personal data than is necessary, and the aim is to always use the least sensitive data. Since the company does business with other companies, B2B, we have very little need for personal data belonging to customers and suppliers. Data on our employees is somewhat more comprehensive for legal, general and practical reasons.

Examples of personal data that the company may process:

Name	Address
Email	Telephone number
Date of birth	Title
User ID	Photographs
Bank details	Data recorded voluntarily via e.g. the website

### **4 WHERE AND HOW IS THE PERSONAL DATA STORED?**

Personal data is stored in our ERP system, CRM system, in contact lists, on our servers and in binders; digitally and on paper. The matrices and the mapping the company has done mean we have a good overview and can thereby show you what data we have and where this is stored. This mapping forms the basis of the data subject's rights; extract requests or the right to "be forgotten".

## **5 FOR WHICH PURPOSES DO WE PROCESS YOUR DATA?**

We process personal data primarily to fulfil our commitments to customers, suppliers, employees and authorities.

Personal data about our customers is used to ensure good service such as deliveries, follow-up and information, but also for customer analyses and marketing. Everyone has the right to oppose the use of personal data for direct marketing purposes. When we collect personal information, we provide information about this and how you can oppose this via our website unless otherwise stated.

We have limited personal information about our suppliers, but what we do have is primarily used to communicate purchases, price requests and technical questions.

Personal data about our employees is required to provide additional information to the employee, but also for banks to ensure payment of salary and for authorities for reports pursuant to Swedish accounting and tax legislation. Personal data about employees' relatives is required in order to be able to inform them if something happens to the employee.

## **6 LEGAL BASIS FOR PROCESSING AND STORAGE PERIOD**

Stålprofil always processes your personal data in accordance with applicable legislation. We process personal data when this is necessary to fulfil a contract with you and when we have another legitimate and justified interest in processing your personal data. Should we process your personal data for any purpose legally requiring your consent, we will obtain your consent before commencing such processing.

Provided no legislation stipulates otherwise, e.g. the Swedish Bookkeeping Act, the data collected in accordance with the above will be deleted once the purposes of the processing have been met.

## **7 SECURITY FOR PROTECTION OF PERSONAL DATA**

Stålprofil ensures a high level of security for your personal data and, to this end, has taken appropriate technical and organisational security measures to protect your personal data from unauthorised access, editing, disclosure or destruction.

Basically, only employees within the organisation who require the personal data to carry out their duties will have access to it.

We have set up special access controls for sensitive personal data, which means a higher level of protection for personal data.

Our security system was developed with a focus on privacy and effectively protects against infringement, modifications or edits that may pose a risk to privacy.

## **8 RESTRICTIONS ON DISCLOSURE OF PERSONAL DATA**

We do not disclose personal data to third parties unless consent has been obtained for this or this is not necessary to meet our obligations under contract or law. Where the company uses a data processor, i.e. a third party, we will enter into confidentiality agreements and ensure that the personal data is processed in a satisfactory manner.

Stålprofil may also disclose personal data to third parties such as the police or other authorities, for example, in connection with the investigation of criminal offences or if we are otherwise required to disclose such data by law or on the basis of decisions made by authorities.

Stålprofil will not disclose your personal data to any other extent than that described in this section.

## **9 YOUR RIGHTS AND THE RIGHT TO FILE A COMPLAINT**

You have the right, in accordance with applicable data protection legislation and at any time, to request access to the personal data processed about you, to have incorrect personal data corrected, to request that Stålprofil stops processing and deletes your personal data, to request that the processing of your personal data be limited, to exercise your right to data portability, to withdraw consent to certain processing (where consent has been obtained) and to object to the processing of your personal data. In such a case, please contact Stålprofil using the contact details of the person responsible for personal data; telephone +46 (0)522-646870 or email [info@stalprofil.se](mailto:info@stalprofil.se).

Uddevalla, 25/05/2018

*Johan Ahlström*

CEO