

May 15, 2019

Re.: Information for customers and suppliers on personal data protection

Guidelines for the processing of personal data for customers and suppliers in connection with fulfilling an agreement with NNZ Scandinavia, CVR-nr. 29182388 (hereinafter NNZ)

By entering into an agreement with NNZ, you also accept this privacy policy.

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1. In general

Through your agreement with NNZ, personal information about you will be collected.

These guidelines have been worked out on the basis of the EU General Data Protection Regulation, which will take effect on May 2018, as well as the present Danish "Act on Processing of Personal Data" (Persondatalovgivningen). The two regulations are hereinafter referred to as "the legislation".

Below is a description as to which data are being processed, what are they being used for, who have access to the data, and who you should contact if you have questions or objections regarding the data collected.

2. Personal Data

2.1 What is personal data?

When you enter into an agreement with NNZ, NNZ requests your general contact information. This primarily includes data like name, address, postal code, telephone and mobile No., e-mail, etc. Information such as name, address etc. of limited companies or private limited companies does not pertain to a physical person and is therefore not included in the personal data regulation.

The personal data collected are used to identify you as a customer or supplier, as well as to render the services you have bought from us.

The personal data that we collect in connection with carrying out the agreement will be kept in our IT-system and/or in a physical file.

2.2 How long do we keep the personal data?

How long we keep the personal data depends on the timeframe during which your agreement with NNZ exists.

When you buy a service from NNZ, we need your personal data for documentation until the service has been paid for and rendered, a possible right of cancellation becomes invalid, and the payment deadline has run out.

During the valid terms and period of the current agreement, the data collected about you are kept in our IT-system, after which period the personal data will be filed.

As a rule, your personal data will be kept with NNZ for a period of 5 years from the end of the fiscal year to which the material pertains. If for instance the agreement with you expired in November 2017, and if the fiscal year follows the calendar year, then we are obligated to keep the data at least until the end of 2022. When the personal data are no longer relevant, and we are not under obligation to keep them any longer, then all personal data regarding you will be deleted.

2.3 What do we use the personal data for?

Your personal data, collected in connection with the fulfilment of our agreement, are primarily used for general customer/supplier administration purposes, for instance to fulfill the agreement you have made with NNZ and to send you an invoice.

As a rule, the data will not be transferred to a third party. However, your general contact information will be transferred to our cooperation partners if their help is needed in order to fulfill the agreement.

Furthermore we can process your data if the processing is necessary for NNZ (or a third party) to pursue a legitimate interest, unless a consideration for you takes priority.

Any further transfer is only allowed if the applicable legislation exceptionally allows the transfer of personal data.

2.4 Your right to have access to your personal data

As a customer or supplier to NNZ, you have the right to get a confirmation from NNZ stating whether personal data about you are processed, and if so, to get access to your personal data.

You are further entitled to request and receive the personal data that you have supplied to NNZ (data portability) . You are furthermore entitled to object to the processing of your data.

2.5 The right to have your personal data rectified

You have the right to have incorrect personal data about yourself rectified by NNZ without undue delay.

2.6 The right to have your personal data deleted

You have the right to have personal data about yourself deleted by NNZ without undue delay, unless NNZ still has a legitimate interest in keeping your personal data.

Please note that in case, according to the applicable legislation, NNZ is obligated to keep the data, you cannot demand that your personal data be deleted.

2.7 Protection of personal data

According to applicable legislation, your personal data must be kept safe and confidential. The personal data supplied by you will be kept in our IT-system.

Our safety procedures are monitored on a current basis in order to ensure that our processing of personal data is carried out responsibly and taking into consideration your rights as a customer/supplier.

2.8 Changes in the personal data processing

We reserve the right to update and change our current guidelines for processing of personal data. If the guidelines are changed, the date stating “latest update” at the bottom of this page is updated. These guidelines will be evaluated – and revised if relevant – once a year.

3. Contact

If you wish to have access to the data registered about you with NNZ, please contact Anne-Marie Jølck by e-mail: ajuelck@nnz.dk.

In case incorrect data is registered, or if you have any other objections, please contact the same person. It is possible for you to obtain the information as to which personal data are registered with us.

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If you wish to complain about NNZ's processing of your personal data, this complaint should be directed to Datatilsynet:

Datatilsynet
Borgergade 28, 5
1300 København K
Phone: 33193200
E-mail: dt@datatilsynet.dk

Yours faithfully,

NNZ Scandinavia ApS

Latest revision: May 15, 2019
Next revision: June 2020, at the latest

/DK_ Algemeen/Kvalitetshåndbog NNZ/P-01Procedurer Management/P-1.2 Persondataskyttelse, GDPR/P-01.2.2.2 Personal Data Protection, info customers. suppliers