

# Privacy Policy

We care about your privacy. You should be able to feel safe when you entrust us with your personal data. This is why we have established this policy. It is based on applicable data protection legislation and clarifies how we work to safeguard your rights and your privacy.

The purpose of this policy is to help you understand how we process your personal information, what we use it for, who has access to it and under what circumstances, and how you can exercise your rights. We use your personal data primarily to fulfil our commitment to you. Our aim is not to process more personal data than is necessary, and we always strive to use the least sensitive data with regards to your privacy.

## **What type of personal information is collected and why?**

When you contact us because you are interested in our products or services, we gather personal information from you. We register your name and contact details, e.g. address, e-mail and phone number. This is information which is required for the order process and for us to fulfil our service requirements. Order registration, invoicing, consumer complaints and follow-ups are examples of when we use your personal data. Technical information such as drawings that are sent to us may be shared with a third party if subcontractors are involved. In order to deliver your products, your data may also be shared with freight companies, transporters and Customs. Electronic transfers of invoices also involve sharing your data with a third party. The legal basis for such use of your personal data is that it enables us to honour our agreement with you.

Your personal data may also be used for newsletters and invitations to events that may be of interest to you as a customer. You have the right to unsubscribe at any time if you no longer wish to receive this information from us. Your personal data for newsletters etc. may be stored on servers outside of EU/EEA that comply with adequate protection level.

If you represent a supplier, your contact details will be processed to enable communication with you. The legal basis for such use of your personal data is that it enables us to honour our agreement with you.

If you are applying for a position with us, we will gain access to aspects of your personal data in the application process. The information will be stored for the time period that is required by law. If you submit a spontaneous application, we need your approval to store your data.

If you represent a company that wishes to sign an agreement with us, your contact details will be processed. The legal basis for such use of your personal data is that it enables us to honour our agreement with you.

If you contact us regarding a different matter, your contact details will be stored for as long as is considered necessary for the matter in question. The legal basis for the processing of these data is the balancing of interests. Be careful not to submit sensitive personal information via the contact form on our website.

Personal information that is shared with other companies is regulated through a data processing agreement and/or a non-disclosure agreement where required. Information which is provided to the company may be shared with other companies within the corporate group. We never use your personal data for any purpose other than that for which they were gathered.



## **Your rights when you are registered with us**

As a registered person, you have special rights regarding your personal data:

- You have the right to access the information we have about you. We aim to provide you with this information without delay. If you make a request more than once per year, a charge will be added.
- You have the right to demand that erroneous personal data be corrected.
- You have the right to request that your personal data be deleted or limited unless they need to be stored in order for us to meet our legal obligations.
- You have the right to withdraw consent that you have previously given.

A prerequisite for the above is that you provide us with adequate information for identification to prevent personal data from being disclosed incorrectly.

## **For how long are your personal data stored?**

Your personal data are stored for as long as is necessary in order for us to fulfil our commitments or for as long as is necessary for us to comply with our legal obligations and agreements.

## **How are your personal data being protected?**

Personal data are protected by firewalls, antivirus software, alarms, locks, authorisation levels and passwords. All members of staff are informed about how to process personal data and are familiar with the company's IT policy and personal data policy.

## **Cookies**

We use cookies, i.e. a text file which is stored on the user's computer, in order to identify and optimise the user experience on our website. If you do not consent to the use of cookies, you can choose to turn them off in your browser. This may, however, affect the features and functions on our website.

## **Responsibility**

Goodstep AB (556371-6140) is the controller of personal data, which means that we are responsible for how your personal data are processed and ensuring that your rights are protected.

If you have any questions, please contact:

Goodstep AB

Box 1017

SE-692 24 Kumla

Tel: +46 (0)19-26 13 10

E-post: [sales@goodstep.no](mailto:sales@goodstep.no)

You can also contact the Swedish Data Protection Authority (Datainspektionen) if you have queries or wish to make a complaint. Contact details can be found at [www.datainspektionen.se](http://www.datainspektionen.se).

