

PRIVACY POLICY
Contact persons at customer companies

Insatech A/S
Version 1, updated 2018-10-17

1 INTRODUCTION

This privacy policy is intended to provide to you, as a contact person at a customer company or potential customer company of Insatech A/S (“**Company**”) information regarding how Insatech A/S handles your personal data. The privacy policy also describes your rights *vis-à-vis* us and how you can enforce your rights. Those customer companies with which Insatech A/S has a contractual relationship or is about to enter into a contractual relationship are referred to below as “**Customers**”.

2 WHO IS THE CONTROLLER OF PERSONAL DATA?

Insatech A/S is the controller of personal data for the processing of personal data collected regarding the contact persons at Customers and Potential Customers.

Set forth below is Insatech A/S contact information.

Insatech A/S
Næstvedvej 73C, Bårse
4720 Præstø
Tlf. 5537-2095
CVR nr. DK 12136498

Should you have any questions about Insatech A/S processing of your personal data, please contact our data protection officer Jacob Møller, GDPR@insatech.com.

3 TYPES OF PERSONAL DATA PROCESSED

3.1 Customers

Insatech A/S processes the following personal data about customers’ contact persons:

- (a) Name
- (b) Job title
- (c) Company name
- (d) Telephone number
- (e) Email address

If the Customer is your own sole proprietorship, we may also collect the following data:

- (a) The registration number of the sole proprietorship (which is also your personal ID number)
- (b) Credit information regarding your sole proprietorship

The processing of the above-stated personal data is necessary in order for Insatech A/S to be able to perform the agreement which Insatech A/S has with the Customer. If this data

cannot be processed, the agreement with the Customer cannot be performed. The data is collected from you personally and/or the Customer you represent.

Insatech A/S also saves its Customers' inquiry- and purchasing history, i.e. data regarding products offered/purchased, quantity, date and price as well as communication related to the offer/purchase.

4 PURPOSES, LEGAL GROUNDS AND TIME OF STORAGE

4.1 Customers

4.1.1 Customer administration

Names and contact information are processed by Insatech A/S in order for Insatech A/S to be able to carry out the purchase, supply the product to the Customer, and otherwise administer the Customer's orders and provide service to the Customer after the purchase, as well as to otherwise exercise its rights and perform its obligations under the agreement with the Customer. In the event the Customer is not a sole proprietorship, the processing is carried out based upon a weighing of interests as legal grounds where Insatech A/S's legitimate interest is to be able to perform the agreement with the Customer and provide the Customer good service. If the Customer is a sole proprietorship, the legal grounds for the processing are that it is necessary for Insatech A/S to be able to perform the agreement with the Customer.

The registration number/personal ID number of sole proprietorships are processed in conjunction with invoiced purchases. The processing is carried out based upon a weighing of interests as the legal grounds where Insatech A/S's legitimate interest is to be able to establish the identity of the Customer.

A credit check regarding a sole proprietorship may be processed in order for Insatech A/S to be able to ensure the Customer's creditworthiness. The processing is based on a weighing of interests where Insatech A/S's legitimate interest is to assess the possibility to obtain payment.

The above-stated data is saved as long as necessary for the purposes stated above.

4.1.2 Returns, warranty claims and product liability

Insatech A/S saves data regarding the Customer's purchasing history and any correspondence and documentation regarding the products the Customer has purchased. Such documentation may contain the contact person's name and other information regarding the contact person. Insatech A/S saves such documentation as long as and to the extent necessary in order for Insatech A/S to be able to provide the Customer with qualified service after the purchase, and to handle any complaints, claims under warranties, and claims under the Products Liability Act. The information is saved for these purposes based upon a weighing of interests.

4.1.3 Direct marketing

Insatech A/S may also process your email address for direct marketing purposes. The marketing consists of Insatech A/S emailing newsletters and offers regarding products/services which we believe are relevant to you in your profession.

Newsletters and offers may be sent by email to sole proprietorships for up to 12 months after the Customer's most recent purchase. Newsletters and offers may be sent by email to

contact persons at Customer Companies which are not sole proprietorships for up to five years after the Customer's most recent purchase.

Newsletters and marketing materials are only sent where you have not declined such marketing and you may deregister at any time from our newsletters and marketing materials. In order to deregister, please contact Insatech A/S at mail@insatech.com or use the link for deregistration set forth in each newsletter/email.

The marketing is carried out based upon a weighing of interests as the legal grounds where Insatech A/S's legitimate interest is to market its products.

4.1.4 *Miscellaneous*

In addition to the provisions set forth above, Insatech A/S may process your personal data where necessary in order to perform a legal obligation which requires processing or in order for Insatech A/S to be able to establish, enforce, or defend against legal claims.

5 **WHO MIGHT WE SHARE YOUR DATA WITH?**

Insatech A/S do not share your informations with others.

Insatech A/S may release your personal data to public authorities, for example the Tax Agency, where we are obligated to do so by law. In the event all or part of Insatech A/S's operations are sold, Insatech A/S may transfer your personal data to a potential purchaser of the business.

6 **TRANSFERS OF PERSONAL DATA OUTSIDE OF THE EU/EEA?**

Your personal data will only be processed within the EU/EEA.

7 **YOUR RIGHTS**

You have certain legal rights which you can enforce against Insatech A/S. Set forth below is a summary of these rights. For complete information regarding your rights, please see the General Data Protection Regulation, sections 3–5.

- (a) **Right to access to/extracts from registers.** You are entitled to be informed as to whether Insatech A/S is processing personal data about you. If it is, you are entitled to information regarding, among other things, which personal data is being processed, the purposes of the processing, which external recipients have access to your personal data, and how long we save your personal data.
- (b) **Right to data portability (only sole proprietorships).** If you are a customer through a sole proprietorship, you have a right to a copy of the personal data which you have provided to Insatech A/S, in a structured, commonly used, and machine-readable format. You also have the right to require that Insatech A/S transfer this personal data to another controller of personal data. The right to data portability applies to personal data which is processed in an automated manner and which is based on your consent or on an agreement to which you are a party.
- (c) **Correction of erroneous data.** You have a right to require that Insatech A/S correct erroneous or incomplete information about you.
- (d) **Deletion of certain data.** You have a right to require Insatech A/S to delete your personal data under certain circumstances, for example where the personal data is no longer necessary for the purpose for which we collected it.

- (e) **Right to object to Insatech A/S processing of personal data.** You have the right, under certain circumstances, to object to Insatech A/S processing of your personal data.
- (f) **Right to object to direct marketing.** You have the right at any time to object to Insatech A/S processing your personal data for direct marketing purposes. If you object to such processing, Insatech A/S must discontinue all direct marketing to you without unnecessary delay.
- (g) **Right to restrict the processing of your personal data.** You have the right to require Insatech A/S to restrict its processing of your personal data in certain circumstances. For example, if you have denied that your personal data is correct, you can request a restriction on the processing during a period of time which allows Insatech A/S to verify whether the personal data is correct.
- (h) **Complaints.** If you have any complaints regarding Insatech A/S processing of your personal data, you are entitled to file such complaints with the Privacy Protection Authority.

If you would like to submit a request for a extract from the register, data portability, correction, deletion, objection or restriction, please contact Insatech A/S at GDPR@insatech.com.

8 CHANGES IN THE PRIVACY POLICY

Insatech A/S reserves the right to make changes to this privacy policy. Where such changes are made, notice will be provided www.insatech.com.
