

# Svenska Fönster's Privacy Policy

## Introduction

Privacy and data protection are of the utmost importance to us. We want to be transparent and clear with our customers, resellers, employees and other contacts about how we treat personal data. Personal data is processed as securely as possible and in accordance with applicable legislation. This Privacy Policy (henceforth referred to as the "Policy") provides information on how we process the personal data of customers, resellers and other contacts.

### 1. Personal data controller

Svenska Fönster AB acts as the data controller for the processing of the personal data we obtain about our contacts, or that we otherwise process in the course of running our business.

### 2. Purpose and legal basis for processing

We process personal data to execute and administer contracts and other agreements in the interests of yourself or your employer, to manage and take care of the relationship with you and your employer (e.g. invoicing) and for the marketing of new products, etc. In this case, the legal basis for processing is that the processing is necessary for the interests of satisfying the above purpose and that these interests outweigh your interest in not having your personal data processed. If you do not agree with this, you are entitled to object to the processing (see below).

### 3. Categories of personal data

As manufacturers of windows, we are able to obtain various categories of personal data. In principle, the personal data we process is obtained from you or your employer, however, we can also obtain such information from general and/or public sources. These general and/or public sources could be your employer's website, or the authorities.

We generally process the following types of personal data:

- Name, contact information (email address, telephone number, etc.), employer, job title and so on,
- information you provide us at meetings and training sessions, as well as in our communication,
- personal data that you, or other parties, provide us in the course of carrying out our business.

### 4. Transfer of personal data and categories of recipients

We do not disclose your personal data, except in cases where i) there is a special agreement between yourself and us, ii) it is necessary for safeguarding your rights within the framework of an assignment, iii) it is necessary for meeting a statutory obligation or abide by a decision by the authorities or courts, or iv) we hire an external provider that is paid by us to perform the job.

Your personal data may be disclosed to the courts, authorities, partners and other companies if it is necessary to safeguard your rights, and as part of secure processing.

### 5. Transfer to third countries

We do not transfer personal data to, or otherwise process personal data in, countries outside the EU/EEA.

### 6. Duration of processing

Personal data is only stored for as long as the data is required for the purposes described above. Where there is time period determined by law that we are required to store personal data (such as the Swedish Bookkeeping Act), we will store the data accordingly. If you unsubscribe from the newsletter or similar,

your information will immediately be deleted, unless otherwise required by law to store your information for other purposes.

## **7. Data subject's rights**

You have the right to request information from us at no charge regarding how we process your personal data. Upon your request, or on our own initiative, we will delete personal data about you that is incorrect, or limit the processing of such personal data. You also have the right to object to the processing, as well as to request that your personal data not be processed for the purposes of direct marketing, where applicable. Furthermore, you have the right under certain circumstances to obtain your personal data in machine-readable format. If applicable, and where technically possible, you have the right to have your personal data transferred to a third party of your choice.

If your consent has been obtained, in some cases you are entitled to revoke your consent by contacting us directly at [info@svenskafonster.se](mailto:info@svenskafonster.se).

## **8. Automated decision-making**

We do not use automated decision-making (including profiling) in the processing of your personal data.

## **9. Security**

The security of your personal data is of the highest priority to Svenska Fönster. Svenska Fönster has implemented security measures to protect your personal data from manipulation, loss, destruction and unauthorised access through various measures, including SSL, password encryption and limited access.

## **10. Cookies**

A cookie is a small text file that our server sends to your browser, which is then saved on your device. Cookies are used to support the functions of our websites. By changing your browser settings, your browser can either block cookies or prompt you for permission before a cookie is stored on your device. If you do not allow our cookies to be stored you may experience delays or problems when you use our websites.

## **11. You always have the right to submit a complaint to the relevant supervisory authority**

If you are dissatisfied with, or have views on, how we process your personal data, you can submit a complaint to a supervisory authority. In Sweden, the relevant authority is the Swedish Data Protection Authority ([www.datainspektionen.se](http://www.datainspektionen.se)). You can also contact the supervisory authority in the country where you live or work.

## **12. Updating the Policy**

This Policy has been reviewed and updated in May 2018. We reserve the right to update and revise the Policy in line with new legal requirements and how we process personal data. You will be informed when such changes are made, and if they are of significance for the processing of your personal data. Please check regularly if this Policy has changed (the most recently updated version is available at [www.svenskafonster.se](http://www.svenskafonster.se)).

## **13. Contact details**

If you have any questions regarding our processing of your personal data, please contact us on +46 (0) 271-29100 or email [info@svenskafonster.se](mailto:info@svenskafonster.se)

The Data Controller is Svenska Fönster AB, co. reg. no. 556064-8429, Snickarvägen 12, 828 30 Edsbyn.