

## Privacy Policy

To provide our products and services, we are required at times to process your personal data. We only process your personal data when we have lawful grounds for doing so, and we don't save your personal data longer than necessary. Our goal is to always take appropriate technical and organisational safeguards to protect your rights and freedoms.

### We process your personal data...

#### **To provide agreements about and develop our products, services and related customer service, and to act in compliance with those agreements**

We may process your personal data to provide agreements about and develop our products, services and related customer service, and to act in compliance with those agreements.

The personal data we may process is your contact details and other job-related data e.g. title or department, as well as data you have provided voluntarily or published yourself.

Since you are a contact person at your company, and isn't a party to the agreement yourself, we base our processing on a balance of interests to satisfy our legitimate interest to provide agreements about and develop our products, services and related customer service, and to act in compliance with those agreements.

We may collect personal data when you visit our website, subscribe to our direct marketing, make contact with us, or use any of our products and services. We may also gather personal data from the company you work at, or from other external sources, e.g. companies within our Group, partners or public registers.

We may save your personal data as long as we have an ongoing customer relationship with your company, and for up to one year after the customer relationship has ended. We don't save your personal data longer than necessary to provide agreements about and develop our products, services and related customer service, and to act in compliance with those agreements, or what we are obligated by law.

We may share your personal data with a third party e.g. a company within our Group or a partner. In that case, we always ensure the third party also processes your personal data in a safe way.

We may also transfer your data to a country outside the EEA, the European Economic Area. If so, we will ensure that the EU Commission has recognised the country as providing adequate protection, that appropriate safeguards are taken or that there are applicable derogations for specific situations. If you'd like information about the safeguards we have taken, contact us.

### **When direct marketing our products and services**

We may process your personal data when direct marketing our products and services.

The personal data we may process is your contact details and other job-related data e.g. title or department. We may also process your activity to send relevant offers to you.

We base the processing on a balance of interests to satisfy our legitimate interest in marketing our products and services.

We may collect personal data when you visit our website, subscribe to our direct marketing, make contact with us, or use any of our products and services. We may also gather personal data from the company you work at, or from other external sources, e.g. companies within our Group, partners or public registers.

We save your personal data as long as we have an ongoing customer relationship with your company, and for up to one year after the customer relationship has ended.

We may share your personal data with a third party e.g. a company within our Group or a partner. In that case, we always ensure the third party also processes your personal data in a safe way.

We may also transfer your data to a country outside the EEA, the European Economic Area. If so, we will ensure that the EU Commission has recognised the country as providing adequate protection, that appropriate safeguards are taken or that there are applicable derogations for specific situations. If you'd like information about the safeguards we have taken, contact us.

## **For bookkeeping**

We may process your personal data for bookkeeping.

The personal data we may process is your contact details and other job-related data e.g. title or department.

Processing is necessary for compliance with a legal obligation to which we are subject.

We may collect personal data when you visit our website, subscribe to our direct marketing, make contact with us, or use any of our products and services. We may also gather personal data from the company you work at, or from other external sources, e.g. companies within our Group, partners or public registers.

We don't save your personal data longer than what we are obligated by law.

We may share your personal data with a third party, e.g. a company within our Group or a partner. In that case, we always ensure the third party also processes your personal data in a safe way

We may also transfer your data to a country outside the EEA, the European Economic Area. If so, we will ensure that the EU Commission has recognised the country as providing adequate protection, that appropriate safeguards are taken or that there are applicable derogations for specific situations. If you'd like information about the safeguards we have taken, contact us.

## **When you apply for a job with us**

We may process your personal data when you apply for a job with us.

The personal data we may process is your contact details, CV, personal letter or other documents, as well as data you have provided voluntarily or published yourself.

Processing is necessary for the performance of a contract to which you are a party, or to take steps at your request prior to entering into a contract.

We may collect personal data from you, your references or from external sources, e.g. companies within our Group, partners or public registers.

We don't save your personal data longer than necessary to fill the position or what we are obligated by law.

We may share your personal data with a third party e.g. a company within our Group or a partner. In that case, we always ensure the third party also processes your personal data in a safe way.

We may also transfer your data to a country outside the EEA, the European Economic Area. If so, we will ensure that the EU Commission has recognised the country as providing adequate protection, that appropriate safeguards are taken or that there are applicable derogations for specific situations. If you'd like information about the safeguards we have taken, contact us.

## **Cookies**

Our website may contain cookies to give you a good user experience.

We endeavour to anonymise as much data as possible.

The personal data we may process is for example your IP address and other user information. We may also process your activity to send relevant offers to you.

When you visit our website, you get to consent to the use of cookies.

Your consent remains valid until you withdraw it. You have the right to withdraw your consent at any time. You can easily do that by settings in your web browser. The withdrawal of consent doesn't affect the lawfulness of our processing based on consent before its withdrawal.

If you don't consent, some functions may not be available.

## **Sociala Media**

When you publish on our social media company page, we are responsible for anything you may publish. Our goal is to never publish offensive personal data on our company page, and we maintain regular oversight of publications made by others in order to detect offensive personal data and quickly remove it.

If we publish your personal data, we will always obtain your consent first.

If any offensive content comes to your attention, please contact us immediately.

## **Security**

Our goal is to always take appropriate technical and organisational safeguards to protect your rights and freedoms.

We are continuously working on maintaining a high IT security to ensure your personal data isn't lost, destroyed or manipulated, and that it doesn't become available to unauthorized parties. And if, despite such measures, a personal data incident occurs, we have a routine in place to deal with it effectively.

We will always inform you about incidents and report incidents to the supervisory authority in accordance with the applicable personal data legislation.

If you suspect that a personal data breach may have occurred, please contact us immediately.

## **Links**

We sometimes refer to other companies and websites, this privacy policy doesn't apply there.

## **Changes**

We reserve the right to make changes to the privacy policy at any time. The latest version is always available in the footer of our website. If you are affected by the change, we will inform you before the change comes into effect.

## **Your rights**

You have the right to obtain access, rectification, erasure, limitation, data portability, or to object to our processing of your personal data.

### **Access**

You have the right to access the personal data that we are processing.

<b>Rectification</b>	You have the right to have incorrect personal data rectified.
<b>Erasure</b>	You have the right to have your personal data erased if we don't have lawful grounds for keeping them.
<b>Restriction</b>	You have the right to have the processing of your personal data restricted during the time we rectify your personal data, if you oppose the erasure of your personal data or if you have objected to the processing of your personal data.
<b>Data portability</b>	You have the right to receive personal data that you have provided in a structured, commonly used and machine-readable format, and to transfer the data to another party.
<b>Objection</b>	You have the right to object to our processing your personal data. If we are unable to demonstrate lawful grounds for the processing of your personal data we will stop the processing.

## **Consent**

If you have given your consent to our processing of your personal data, your consent remains valid until you withdraw it. You have the right to withdraw your consent at any time. You can easily do that by contacting us.

The withdrawal of consent doesn't affect the lawfulness of our processing based on consent before its withdrawal.

## **Do you have any questions?**

If you have any questions or concerns about our processing of your personal data, please feel free to contact us.

You have the right to file a complaint with the supervisory authority if you feel we are processing your personal data in a way that conflicts with the applicable personal data legislation.

We control the processing of your personal data and ensure your rights are accommodated:

Binar Handling AB, org.nr. 556439-2990

HEDEKULLEVÄGEN 24

SE- 461 38 TROLLHÄTTAN

SVERIGE

TEL: [+46 \(0\) 520 - 47 40 00](tel:+46(0)520-474000)

E-MAIL: [INFO.HANDLING@BINAR.SE](mailto:INFO.HANDLING@BINAR.SE)

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