

## PERSONAL DATA AND COOKIE POLICY

Guidelines for processing personal data for customers, suppliers and partners in connection with the fulfillment of an agreement with A / S H. Sindby & Co. A / S, CVR no. 10369932 (hereinafter "the Company").

As a result of your agreement with the Company, you agree to this privacy policy.

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## 1. In general

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

These guidelines have been prepared from the EU Data Protection Regulation, which takes effect in Denmark from May 25, 2018, as well as the new Danish Data Protection Act, which complements the data protection regulations and the current Personal Data Act (collective "applicable legislation").

Below you can read about the collected information, including how the information is processed, what they are used for, who has access to the information and who you can contact if you have questions or objections regarding the information which has been collected.

## 2. Personal information

### 2.1 What is personal information?

The company requests your regular contact information when you enter into an agreement with the Company. It is primarily information such as name, address, zip code, telephone and mobile phone number, e-mail, etc. Information regarding the name, address, etc. of shareholder companies or a limited liability company does not concern a natural person and is therefore not covered by the Personal Data Regulation

The personal information we collect is used to identify you as a customer, supplier or partner to provide / receive the services you have purchased / sold from / to us.

The personal data we collect in connection with the performance of the agreement will be stored in our IT system.

### 2.2 How long do we keep personal information?

The storage of personal data depends on how long your agreement with the Company is.

When you buy / sell a service at / to the Company, we need your personal information as documentation until the service is paid and delivered, a possible cancellation deadline has expired and the deadline for payments has expired.

Under the ongoing agreement, the information we have collected on your IT system will be retained and your personal information will be archived.

Your personal information will, as a rule, be stored with the Company in accordance with current rules for a period of 5 years from the end of the financial year to which the material relates. If the deal with you eg. has expired November 2017 and the fiscal year follows the calendar year, we are obliged to keep the information until the end of 2022 at the earliest end of 2022. When the personal information is no longer relevant and we are not required to keep them, all personal data relating to you will be deleted, as far as possible.

### 2.3 **What do we use personal information for?**

The personal information we collect about you in connection with our agreement is primarily used for general customer management, supplier management including, for example, compliance with the agreement you have entered into with the Company and invoice submission.

The information will not, in principle, be disclosed to third parties. However, your regular contact information may be disclosed to our collaborators if we need their assistance in meeting the agreement.

In addition, we may process your information if processing is necessary for the Company (or third party) to pursue a legitimate interest, unless your prior consideration is given to it.

Other disclosure is permitted only if, in exceptional circumstances, applicable law allows the disclosure of personal data.

### 2.4 **Protection of personal data**

According to applicable law, your personal information must be kept safe and confidential. We store the personal information you provide in the Company's IT system.

Our security measures are continuously monitored to determine whether our processing of personal data is handled properly and taking into account your rights as a customer, supplier or collaborator.

### 2.5 **The right to access your personal information**

You as a customer, supplier or partner of the Company have the right to receive the Company's confirmation of personal data concerning yourself and, where appropriate, access to your personal information.

You are also entitled to request and receive personal data about yourself as you have submitted to the Company (data portability). You are also entitled to object to the processing of your personal information.

### 2.6 **The right to rectify your personal information**

You are entitled to receive incorrect personal information about yourself corrected by the Company without unnecessary delay.

## 2.7 **The right to delete your personal information**

You are entitled to have personal information about yourself deleted by the Company without undue delay if the Company does not continue to have a legitimate interest in storing your personal information.

Please note that if the Company is obliged to keep the information in accordance with applicable law, you may not require your personal information to be deleted.

## 2.8 **Changes in the processing of personal data**

We reserve the right to update and modify this Privacy Policy. Changing the guidelines will correct the date of "last updated" at the bottom of the page. These guidelines are evaluated and revised once a year, if necessary.

## 3. **Cookies**

With the new rules applicable information and personal data protection in GDPR, many are amazed at what "Cookies" are real. We give here the explanation of what these are and how to refuse them.

### 3.1 **What is a cookie?**

A cookie is a small information file stored on your computer that contains text and numbers that can help you recognize your computer, perform statistics, and remember settings. Cookies are neither a program nor a virus, but a text file that can be read at the next visit.

### 3.2 **Use of cookies**

In order for the website to function more efficiently, the website makes use of cookies. The cookies used on the website also help gain insight into your visit, by keeping statistics and recording the use of the webpage, which can help us optimize both your current visit and your future visits. These cookies can be deselected and rejected access to your information through links under "Reject cookies" below.

### 3.3 **Manage, reject or delete your cookies**

It is possible for you to manage and reject cookies on your computer by customizing your browsers settings. You should be aware that more features and services on the page will not work without the page being able to read these cookies. You can find guides on the following pages:

[Internet Explorer](#)

[Mozilla Firefox](#)

[Google Chrome](#)

[Opera](#)

[Safari](#)

[Flash cookies \(all browsers\)](#)

[iPhone, iPad \( Apple\)](#)

[Telephones with Android](#)

[Telephones with Windows 7](#)

If you are using multiple browsers for use of the Internet, be sure to delete your cookies in all browsers.

NOTE! The instructions above are links to the manufacturers of the different browsers. We are not responsible if this information is incorrect.

### 3.4 **Reject cookies**

Du har mulighed for at fravælge enkelte cookies og services, uden at udelukke andre. Det kan du gøre på følgende links:

[Google Analytics](#)  
[Smartlook](#)

Remaining cookies are required for order execution functionality, which makes these cookies unavailable. In accordance with EU and GDPR, we can store cookies on your computer that are necessary to ensure the service provided. By using our website you agree to the use of these cookies.

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

If you have any questions about this information or our privacy policy, feel free to contact us.

## 4. **Contact**

If you want access to the information that is registered with you at the Company, please send us an e-mail at [sindby@sindby.dk](mailto:sindby@sindby.dk).

If you have incorrect data or have any other objections, please contact the same place. You have the opportunity to understand what information is registered about you.

If you wish to complain about the Company's processing of your personal information, this may be done by the Data Inspectorate:

Datatilsynet  
Borgergade 28, 5  
1300 København K  
Telephone: +45 33 19 32 00  
E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

Best regards,  
Selskabet: A/S H. Sindby & Co

Last changed: Vejle, 25/5-2018  
Next review: Latest 31/12-2018