

## PRIVACY POLICY

### Nordic Waterproofing AB Privacy Policy

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### 1 Introduction

Your privacy and digital security are important to us at Nordic Waterproofing AB. You should always feel secure when providing personal data to Nordic Waterproofing AB and other Group companies. Nordic Waterproofing AB is the data controller for the processing of your personal data that is carried out by the company, and you may contact us at any time to ask questions about the processing (please see contact details in Paragraph 9).

This Privacy Policy has three purposes:

- 1 To **explain how we use** the information you share with us in order to offer you products and services and to give you a good experience during your time as a stakeholder or customer of Nordic Waterproofing AB
- 2 To ensure that you **understand what information we collect** with your consent and what we do – and don't do – with it, and

- 3 To **hold ourselves accountable** for protecting your rights and your privacy under this Policy.

Personal data refers to any the information which can be directly or indirectly linked to a currently living natural person, such as names, addresses, phone numbers, and IP addresses.

All information we collect about you is linked to the sale of our products or to you as a contact person of a supplier, and we do not use the information for any other purposes.

Nordic Waterproofing AB will always comply with applicable law when processing your personal data, including the General Data Protection Regulation (GDPR), the Swedish Data Protection Act, and any other relevant law.

## **2 What personal data do we collect about you and why?**

### **2.1 General**

Broadly speaking, there are two categories of information which we collect:

- 1) information that we must have in order to fulfil contracts or legal obligations, and
- 2) information that we may use for the purposes stated for such processing, for example, in order to send you newsletters, conduct market surveys, etc., if you choose to share such information.

### **2.2 How do we handle your personal data when you contact us?**

#### **2.2.1 Personal data when signing up for news**

When you meet us at trade fairs, meetings, or in other contexts, we may collect a number of personal data, such as your e-mail address. We do this in order to send you information, for example, in our Newsletter, that may be of interest to you.

#### **2.2.2 Personal data in e-mails and support queries**

In some cases, you may contact our employees or our Customer Support, for example, by e-mail or phone. In such cases, we save your e-mail address and any contact details you may provide us with in your contact with us in order to process your query. We will save these as long as necessary in order to assist you in your query.

### **2.3 Specifically for customers of or suppliers to Nordic Waterproofing AB**

Nordic Waterproofing AB handles personal data in relation to its customer and supplier employees in accordance with applicable law and the GDPR.

#### **2.3.1 When do we collect personal data?**

We collect personal data when:

Your company becomes a Nordic Waterproofing AB customer or supplier and you are registered as the contact person of said customer or supplier, or if

- You contact our Customer Support or any of our employees, either by phone or e-mail, for assistance or with a query.

### **2.3.2 How do we use your personal data?**

We use your personal data to:

- Communicate with you about the agreement between your company and Nordic Waterproofing AB,
- Send and pay invoices if you are registered as the reference,
- Invite you to events, and
- Send you market surveys to improve our service.

## **2.4 Specifically for sole traders**

As a sole trader, you use your personal ID number as your corporate ID number. Based on your consent, Nordic Waterproofing AB will process your personal ID number when, for example, we include you in our customer/supplier registry. We will also use it when we send you invoices or receive invoices from you.

## **3 How do we share the information with other companies?**

Nordic Waterproofing AB utilises a number of database and software providers to handle the communication with you as conveniently as possible. We always conclude agreements with these third parties that are subject to confidentiality and that comply with the requirements of applicable law on the transfer and processing of personal data. This ensures the security and confidentiality of your personal data.

## **4 Transfer to other countries**

Nordic Waterproofing AB may transfer your personal data to a country outside the EU or EEA if necessary, for example, for the fulfilment of an agreement. Such transfer will always be carried out securely and legally. Nordic Waterproofing AB will make sure that the necessary steps are taken to ensure that your personal data is not transferred to any third party outside the EU or EEA that does not fulfil the requirements of applicable law on such transfer. For example, the GDPR requires that the country is approved by the EU Commission, that the third party is certified according to the Privacy Shield Principles (if transfer to the US), or that an agreement based on the EU Commission's standard clauses has been concluded.

## 5 Your rights

We may only process personal data that is accurate, relevant, and necessary with regard to our purposes, and you have the right to verify that this is indeed the case. Nordic Waterproofing AB is responsible for ensuring that your personal data is processed in accordance with applicable legislation.

At your request, or at your own initiative, Nordic Waterproofing AB will rectify, anonymise, erase, or complete any information found to be incorrect, incomplete, or misleading.

Under applicable law, you as an individual have a number of rights. You have the right to:

### 1 Access your personal data.

- At your request, we will, as soon as possible and no later than 30 days from the date we received your request to access the information, provide you with information about the personal data we process about you.
- You also have the right to receive a copy of the personal data that is processed.
- You have the right, once per calendar year, through a written and signed application, to receive a free record of the personal data that is registered about you, the purposes of the processing, and to which recipients the data has been or will be disclosed. In the record, you also have the right to information about where the data has been obtained from, unless collected from you, the existence of automated decision-making (including profiling), and the anticipated period during which the data will be retained or the criteria used to determine this period.

### 2 Request rectification of your personal data.

- At your request, we will, as soon as possible and no later than 30 days from the date we received your request for rectification, correct the inaccurate or incomplete personal data we process about you.

### 3 Request erasure of your personal data.

- At your request, we will, as soon as possible and no later than 30 days from the date we received your request for erasure, erase your personal data if they are no longer necessary for the purpose for which it was collected.
- There may be reasons that prevent us from immediately being allowed or able to erase your personal data. In such cases, we will cease the processing that is carried out for other purposes and inform you of the legal grounds and the relevant purpose for continued processing.

#### **4 Request restriction of processing.**

- You have the right to have your personal data marked so that they can only be processed for certain, specific purposes. You can, for example, request restriction when you believe your personal data to be inaccurate and you have requested rectification as described above. While the accuracy of your personal data is being investigated, the processing of them will be restricted.
- Nordic Waterproofing AB will notify you if the investigation concludes that processing should be restricted. We will ensure that the necessary rectification or erasure of data, as well as the restriction of the processing of the data is implemented by the companies to which Nordic Waterproofing AB has provided your personal data. 2.3

#### **5 Request data portability.**

- You have the right, under certain conditions, to obtain and transfer your personal data in a structured, commonly used, and machine-readable format to another data controller. Please contact us if you want to know more!

#### **6 Object to personal data processing carried out on the basis of legitimate interests.**

- You can object to processing if based on legitimate interests. If you object to such processing, we will only continue the processing if we have legitimate interests for the processing that override your interests. If so, we will inform you of such interests.

#### **7 Request that we cease processing of your personal data for direct marketing purposes.**

- You always have the right to object to direct marketing by sending an e-mail to the Data Protection Officer. Once we receive your objection, we will cease our processing of your personal data for such marketing purpose.

#### **8 Complain about our processing of your personal data and legal compliance to the Data Protection Agency.**

- You have the right to complain about our processing of your personal data to the Data Protection Agency (Datainspektionen) if you believe that we are violating this Privacy Policy, are not fulfilling your rights, or are otherwise acting in violation of applicable law.
- Please note that the Swedish Data Protection Agency will change its Swedish name to Integritetsskyddsmyndigheten as of 25 May 2018.

If you wish to exercise any of your rights as described above, feel free to contact us. You'll find our contact information under Paragraph 9.

## 6 Security

You should always feel secure when providing your personal data to us. To that end, Nordic Waterproofing AB has implemented the security measures necessary to protect your personal data from unauthorised access, modification, and erasure.

It is important to us that the information about our customers be protected. But although we take precautions for data protection, no security measures are completely secure, and we can therefore not 100% guarantee the security of your personal data.

If we were to lose control of your personal data that is of sensitive nature, such as your personal ID number, we will notify you immediately and no later than within 72 hours of discovering the incident.

## 7 Amendments to this Privacy Policy

We may, from time to time, make changes to this Privacy Policy. If we make any significant changes to the Privacy Policy, we will send you a clear message based on what is appropriate in the circumstances, for example, by sending you an e-mail or a text message, or through a pop-up window with information before you can access the Nordic Waterproofing AB website. In some cases, we will notify you in advance, and your continued use of the website after the changes have been made will constitute your approval of such changes. We therefore ask that you please read all such messages carefully.

If you do not wish to continue using the website or do not want us to continue processing your personal data in the stakeholder registry in accordance with the new version of the Privacy Policy, please notify us and we will erase your personal data within 30 days of your notification. However, please note that we cannot erase your data if there are legal grounds for continued processing. If this is the case, we will notify you of the grounds for continued processing.

## 8 Information about cookies and other technologies

Nordic Waterproofing AB uses cookies on its websites. For more information about how we handle cookies, please refer to our Cookie Policy.

## 9 Contact Details

Thank you for reading our Privacy Policy. If you have any questions, please feel free to contact us!

### **Data Controller**

Nordic Waterproofing AB

### **Postal and visiting address**

PO Box 22 (Bruksgatan 42)  
SE-263 21 Höganäs  
Sweden

### **Phone**

+46 42 36 22 40

### **E-mail**

[info@nordicwaterproofing.com](mailto:info@nordicwaterproofing.com)