

# GDPR Policy

## Privacy Policy

### Processing of personal data:

Personal information is defined as any kind of information, that to some extent may be attributed to you. When you are a customer in **TECHON7**, we collect data about you. That means we are data-responsible and thus responsible for the information about you being handled in accordance with the law.

### Data collected:

We collect the following company data: your contact information and information about the services and goods you buy from us. We collect, if relevant, the following personal data: Your name, title, workplace, company email, work address, work phone number, CVR number and mail correspondence.

Your information is recorded in our order / accounting system.

We will save your information until you wish them changed, deleted, or wish to withdraw the consent.

### Purpose of data collection:

The reason we store this data is as follows:

- In order for our business to get in touch with you
- To send follow-ups and confirmations on our agreements
- In order to create an invoice for you
- To view your past and future orders / agreements
- In order to provide the best possible service
- To document our purchase, sales and service history
- Acceptance of submission of marketing material or newsletters
- Compliance with legal requirements

### Your rights and "The right to be forgotten":

You have the right, at any time, to know which data we have about you, where they originate and for what we use them for. You can also find out how long we keep your personal data and who receives data about you in case we pass your data in Denmark and abroad.

On your request, we can inform you about the data we process. Access may, however, be limited due to the protection of other people's privacy, business secrets and intellectual property rights.

If you think that your personal data are inaccurate, you are entitled to correct them. You must contact us and state, what the inaccuracies are and how they can be corrected. In some cases, we will have an obligation to delete your personal data. This applies, for example, if you withdraw any agreed consent. If you believe your data is no longer necessary for the purpose, we obtained them, you may want to have them deleted. You can also contact us if you believe your personal data has been processed in violation to the law or other legal obligations. Here you also can file a complaint with the Data Tilsynet.

When you address a request to correct or delete your personal data, we will investigate whether the conditions are met and, if necessary, make changes or deletions as soon as possible.

You have the right to object to our processing of your personal data. We will save your information until you wish them changed, deleted, or wish to withdraw the consent. Saved data cannot be retrospectively deleted, as they are documentation of previously entered orders etc. Changes will always be forward-looking and valid from the moment we change them in our system.

Data related to invoice etc. will be stored in our system. You change or delete your data or withdraw your consent by contacting us in writing from your own email address to [info@techon7.dk](mailto:info@techon7.dk)

If you wish to receive information about which of your data we have stored, please also contact us directly from your own e-mail address at [info@techon7.dk](mailto:info@techon7.dk) Data will never be disclosed to third parties or used in other contexts. We will automatically delete your personal data when they are no longer necessary for the purpose for which they are collected.

**Data Portability:**

Personal data can be sent to a data manager of another company or data processor (such as an accountant, lawyer, etc.) upon request. The request must be sent from your own e-mail address to [info@techon7.dk](mailto:info@techon7.dk)

**Encryption:**

Our data processor uses common data encryption, and their procedures for IT security and data and equipment storage are revised in accordance with an ISAE 3402 statement from REVI-IT. We have a full overview of our data processor's way of handling data. If you have questions about our data handling, feel free to contact us.

**Privacy policy in connection with applications and recruitment:**

Upon receipt of application and attachments, the submitted material will be read by the relevant manager for the purpose of answering and evaluating the content in relation to a defined job.

Applications and attachments are shared internally with relevant persons in the recruitment process and are not disclosed to others outside the company, unless clearly stated in the vacancy notice.

Application and attachments are saved until the correct candidate is found and the recruitment process has been completed. Then the application and attachment will be deleted.

For unsolicited applications, applications and attachments will be saved in max. 6 months after which it is deleted. If the application and attachment are to be stored for more than 6 months, special consent will be obtained from the candidate.

**Security:**

We have taken appropriate technical and organizational measures against the fact that your information is accidentally or illegally deleted, published, lost, impaired or comes to the knowledge of a person, misused or otherwise treated in violation of the law.

**Data is kept up to date:**

As our services rely on your data to be accurate and up to date, we ask you to provide us with relevant changes to your data. You can use the contact information above to notify us of your changes and we will update your personal data. If we become aware that data is incorrect, we update the information.

We will delete your personal data when they are no longer necessary for the purpose for which they are collected.