

# PRIVACY POLICY

ADDvise Group AB

# ADDvise

## Content

<b>Customers to ADDvise Group</b> .....	<b>3</b>
Processing of personal data .....	3
When and why ADDvise process personal data.....	3
For how long will ADDvise process your personal data?.....	3
Responsible for the personal data .....	3
Transmission of personal data .....	3
Contact and requests .....	3
Security.....	3
<b>Potential customers to ADDvise Group</b> .....	<b>4</b>
Processing of personal data .....	4
When and why ADDvise process personal data.....	4
For how long will ADDvise process your personal data?.....	4
Responsible for the personal data .....	4
Transmission of personal data .....	4
Contact and requests .....	4
Security.....	4
<b>Suppliers to ADDvise Group</b> .....	<b>5</b>
Processing of personal data .....	5
When and why ADDvise process personal data.....	5
For how long will ADDvise process your personal data?.....	5
Responsible for the personal data .....	5
Transmission of personal data .....	5
Contact and requests .....	5
Security.....	5
<b>Potential suppliers to ADDvise Group</b> .....	<b>6</b>
Processing of personal data .....	6
When and why ADDvise process personal data.....	6
For how long will ADDvise process your personal data?.....	6
Responsible for the personal data .....	6
Transmission of personal data .....	6
Contact and requests .....	6
Security.....	6
<b>Employees within ADDvise</b> .....	<b>7</b>
Processing of personal data .....	7
When and why ADDvise process personal data.....	7

# ADDvise

For how long will ADDvise process your personal data?.....	7
Responsible for the personal data .....	7
Transmission of personal data .....	7
Contact and requests .....	7
Security.....	7

## Customers to ADDvise Group

### **Processing of personal data**

You should feel comfortable and secure when ADDvise process your personal data. We take all reasonable measures to protect your personal information. We process personal data in accordance with the European General Data Protection Regulation (GDPR) and our guidelines and policies.

### **When and why ADDvise process personal data**

ADDvise process the customer's name, telephone number and email address to fulfil the obligations arising from the agreement that ADDvise and the customer have.

### **For how long will ADDvise process your personal data?**

ADDvise process and save personal data as long as the agreement is valid. Upon termination of the contract, the personal data will be saved for additional seven years due to the Swedish Accounts Act (bokföringslagen). ADDvise will also save the personal data for five years after the expiration of the agreement with the purpose of being able to inform customers about new products and services that might interest the customer.

### **Responsible for the personal data**

ADDvise is responsible for the processing of your personal data. ADDvise is required to rectify any personal data that's incorrect, incomplete or misleading. If you believe that your personal data is incorrect, incomplete or misleading, please contact ADDvise.

### **Transmission of personal data**

ADDvise may disclose your personal data to third parties if it's necessary to administer a request or complete an order made by you.

In all of the above-mentioned situations, ADDvise is responsible for the personal data and the third parties are Data Processors. The Data Processors are required to follow ADDvise's instructions and they are not entitled to disclose your personal data to anyone else or to use your personal data for other purposes than those given by ADDvise. The Data Processors are also required to take certain technical and organizational measures to protect your personal data.

Personal data may also be disclosed if subject by law, regulation or authority decision.

### **Contact and requests**

If you have any questions regarding the processing of your personal data, please contact our Privacy Officer by email: [personuppgiftsansvarig@addvisigroup.se](mailto:personuppgiftsansvarig@addvisigroup.se)

As a customer or former customer of ADDvise you are entitled to request a registry extract of the personal data we process about you.

### **Security**

It's always a risk to process personal data. No technical system is completely protected from errors. However, ADDvise has taken all reasonable technical security measures required to protect personal data from improper access or destruction.

# ADDvise

## Potential customers to ADDvise Group

### **Processing of personal data**

You should feel comfortable and secure when ADDvise process your personal data. We take all reasonable measures to protect your personal information. We process personal data in accordance with the European General Data Protection Regulation (GDPR) and our guidelines and policies.

### **When and why ADDvise process personal data**

ADDvise process the potential customer's name, telephone number and email address either to fulfil an obligation at the request of the potential customer prior to an agreement or because there's a legitimate interest in processing the personal data.

### **For how long will ADDvise process your personal data?**

ADDvise will process the personal data as long as the legitimate interest is deemed to exist. A legitimate interest is deemed to exist as long as a tender or similar intention to enter into an agreement is considered valid. However, the data will under no circumstance be processed for a longer period than three years.

### **Responsible for the personal data**

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### **Transmission of personal data**

ADDvise may disclose your personal data to third parties if it's necessary to administer a request or complete an order made by you.

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### **Security**

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# ADDvise

## Suppliers to ADDvise Group

### **Processing of personal data**

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### **When and why ADDvise process personal data**

ADDvise process the supplier's name, telephone number and email address to fulfil the obligations arising from the agreement that ADDvise and the supplier have.

### **For how long will ADDvise process your personal data?**

ADDvise process and save personal data as long as the agreement is valid. Upon termination of the contract, the personal data will be saved for additional seven years due to the Swedish Accounts Act (bokföringslagen). ADDvise will also save the personal data for five years after the expiration of the agreement with the purpose of potentially continuing to order goods or services. The personal data is processed because ADDvise consider there's a legitimate interest for the supplier to have its personal data processed for the above-mentioned purpose.

### **Responsible for the personal data**

ADDvise is responsible for the processing of your personal data. ADDvise is required to rectify any personal data that's incorrect, incomplete or misleading. If you believe that your personal data is incorrect, incomplete or misleading, please contact ADDvise.

### **Transmission of personal data**

ADDvise may disclose your personal data to third parties if it's necessary to administer a request.

In all of the above-mentioned situations, ADDvise is responsible for the personal data and the third parties are Data Processors. The Data Processors are required to follow ADDvise's instructions and they are not entitled to disclose your personal data to anyone else or to use your personal data for other purposes than those given by ADDvise. The Data Processors are also required to take certain technical and organizational measures to protect your personal data.

Personal data may also be disclosed if subject by law, regulation or authority decision.

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### **Security**

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# ADDvise

## Potential suppliers to ADDvise Group

### **Processing of personal data**

You should feel comfortable and secure when ADDvise process your personal data. We take all reasonable measures to protect your personal information. We process personal data in accordance with the European General Data Protection Regulation (GDPR) and our guidelines and policies.

### **When and why ADDvise process personal data**

ADDvise process the potential supplier's name, telephone number and email address because ADDvise consider there's a legitimate interest for the potential supplier that ADDvise process the personal data.

### **For how long will ADDvise process your personal data?**

ADDvise will process the personal data as long as the legitimate interest is deemed to exist. However, the data will under no circumstance be processed for a longer period than three years.

### **Responsible for the personal data**

ADDvise is responsible for the processing of your personal data. ADDvise is required to rectify any personal data that's incorrect, incomplete or misleading. If you believe that your personal data is incorrect, incomplete or misleading, please contact ADDvise.

### **Transmission of personal data**

ADDvise may disclose your personal data to third parties if it's necessary to administer a request.

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# ADDvise

## Employees within ADDvise

### **Processing of personal data**

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### **When and why ADDvise process personal data**

ADDvise process the employee's name, social security number (Swedish personnummer), telephone number and home address in order to comply with the Swedish labour laws and to fulfil the obligations arising from the agreement that ADDvise and the employee have.

### **For how long will ADDvise process your personal data?**

ADDvise process and save personal data as long as the employment agreement is in effective. Upon termination of the contract, the personal data will be saved for additional seven years due to the Swedish Accounts Act (bokföringslagen).

### **Responsible for the personal data**

ADDvise is responsible for the processing of your personal data. ADDvise is required to rectify any personal data that's incorrect, incomplete or misleading. If you believe that your personal data is incorrect, incomplete or misleading, please contact ADDvise.

### **Transmission of personal data**

ADDvise may disclose your personal data to third parties if it's necessary to administer a request.

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Personal data may also be disclosed if subject by law, regulation or authority decision.

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### **Security**

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