

## Information about the processing of personal data at Elpress AB

It is important to us that you feel safe and secure when you provide information about yourself to Elpress AB. We exercise great care in the protection of personal integrity and privacy.

This Personal Data Policy explains how we collect and use your personal data. Your rights towards us, and how you can assert your rights, are also described here. You are always welcome to contact us with questions concerning privacy and data protection by sending an e-mail note to the e-mail address below.

In order to fulfil our obligations to our employees, customers and suppliers, we need to process your personal data as described below. We do this with the outmost respect for your personal integrity and privacy.

### The information we collect may include

We may collect i.a. the following information:

- **Personal details and contact information:** Name, date of birth, national civil registration number, invoice and delivery address, e-mail address, mobile phone number, etc.

Generally, the information you provide to us is necessary to enter into a contractual relationship with us, while the other information we collect is necessary for other purposes.

### To whom can we disclose or share your information with?

We take all reasonable legal, technical and organisational measures in order to ensure that your personal data is handled in a secure manner.

- **Suppliers and subcontractors, and companies within our Group**  
It may occur that, for the performance of our commitments to you pursuant to the agreement we have with you, we share your personal data with suppliers or subcontractors.
- **Public Authorities**  
It may occur that we provide requisite information to public authorities, such as the police, tax authorities or other governmental authorities, if we are required to do so by law or if you have authorised us to do so. One example of legal obligation to disclose information is that relating to measures for the prevention of money laundering and financing of terrorism.
- **What we will NOT do with your personal data**  
Without first receiving your consent, we will not sell your personal data to third parties.

## Your rights to access, correction and deletion

- **Right to access to your personal data**  
You can request a copy (registry extract) of the personal data that we have related to you for knowledge and to verify the information. No charge is made for the copy.
- **Right to rectification of incorrect information**  
You are entitled to have incorrect or incomplete information about yourself corrected.
- **Right to be forgotten – the right to have personal data concerning you deleted**  
You have the right to request that your personal data are deleted in those instances where the data is no longer necessary for the purpose for which it was collected. There may be however legal obligations that prevent us from immediately deleting parts of your personal data. These obligations derive from legislation relating to accounting and taxation rules, banking and money laundering, plus those relating to protection of consumer rights. In such cases, we block the personal data that we are required to retain from being used for purposes other than for the fulfilment of such legal obligations.

Contact us:

### **Elpress AB**

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