

# PRIVACY POLICY PARTNER

Propoint respects your privacy and is continually working to protect your personal data. This Privacy Policy describes how Propoint collects and uses the personal data of employees or other representatives of previous, current or potential suppliers, customers and other business partners. This Privacy Policy also provides details of your rights in relation to how we process your personal data.

If you are applying for a job with us, please read our Privacy Policy. Propoint is the responsible party (personal data controller) as regards the processing of your personal data described herein. Please do not hesitate to contact us at [info@propoint.se](mailto:info@propoint.se) if you have any questions or thoughts about this policy.

## PERSONAL DATA THAT WE PROCESS

Propoint may process the following categories of personal data about you:

- Contact details such as name, email address, phone number, mailing address.
- Individual personal data such as preferred language, images, hobbies.
- Organisational personal data such as company name, job, position, workplace, country.
- Correspondence information such as personal information stated by email, ordinary mail or via some other means. Please note that we receive all information you send us.
- Information regarding events you take part in, such as information associated with event registration, including allergies or other diet-related information.

Other personal data. Sometimes we collect and process other relevant information that you share with us about yourself. For example, we may collect and process information about your interaction with us, including contact details, email address, correspondence, phone calls or other personal contact (such as date, time and topic of discussion).

Sensitive personal data. We gather and process sensitive personal data (such as demographic background or ethnicity, political views, religion, health, etc.) only to the extent that there is a clear reason for collecting and processing such data. Since email channels are not always secure, we encourage you not to share sensitive personal data with us via email.

#### HOW WE COLLECT PERSONAL DATA

Information provided by you. Most of the data about you that Propoint collects comes direct from you. You can always choose not to share certain information with us. However, some personal data may be essential in enabling us to interact with our customers, suppliers and other partners for business purposes.

Information we collect about you. Propoint may also collect personal data about you from your employer or another company representative. Personal data may also be collected and updated from publicly available sources and based on information received by authorities, suppliers of contact details and other suchlike, as well as reliable sources. Data updates of this kind are carried out manually or using automated means.

#### HOW YOUR PERSONAL DATA IS USED

Propoint processes your personal data in accordance with the purposes and the lawful bases stated below. Please note that the examples given for each individual purpose are not exhaustive and may vary depending on the nature of our business relationship.

- Entering into, and overseeing the business relationship. Your personal data will mainly be used to oversee and manage the business relationship between Propoint, yourself and the company you represent. For example, we are required to process personal data in order to meet our contractual obligations and other promises and commitments made to you and the company you represent. The lawful basis for such processing is to satisfy our contractual obligations and pursue other legitimate interests, such as our interest in entering into and fulfilling contracts and overseeing daily activities in accordance with lawful and fair business operations. This is normally also of interest for the company you represent.

- To support and market our services. Your name and your email address may be used to communicate details of our services to you. For example, for the purpose of sending you regular communications regarding our services, marketing material and invitations to events. The lawful basis for this processing is the pursuit of legitimate interests, for example our interest in marketing our services, to nurture our business relationships and to inform you about our activities. If you no longer wish to receive such information, you can follow the unsubscribe instructions given in the email message or contact us at [info@propoint.se](mailto:info@propoint.se)
- To protect our legitimate interests and lawful rights. When we are obliged by law, or when we believe it is necessary to protect our lawful rights, interests and the interests of others, we can use information about you in connection with legal claims, compliance, supervision or audits.
- With your consent. We may also use information about you when you have given your consent to do so for a specific purpose not stipulated above. For example, with your consent we may publish personal statements or relevant customer stories to market our services. You have the right to withdraw your consent at any time. However, you should note that this will not affect any processing that has already occurred.

## HOW WE SHARE YOUR INFORMATION

Propoint aims to provide good services and products that meet your needs and expectations. This means that we share information with reliable third parties.

- Employees and consultants. For the duration of our business relationship, your personal data will need to be shared with our employees and consultants. However, access to the personal data is restricted to those employees and consultants who require access in order to carry out their job.
- Suppliers and subcontractors. Your personal data may be transferred or shared with third parties, for the proper pursuance of activities, or to the extent necessary according to the business relationship between Propoint, you and the company you represent.

For example, we may engage suppliers, subcontractors or other third parties to help provide products and services to you, or the company you represent. We may also appoint service suppliers to provide services to us that require the processing of personal data. For example, marketing agencies, database service suppliers, hosting and backup service suppliers, email service suppliers, etc.

Please note that our suppliers and subcontractors are not authorised to use or disclose your personal data in any situation other than is necessary in order to perform services on our behalf, or to fulfil their legal obligations.

- Legal obligations. Sometimes our legal obligations require us to share information about you, for example if we are required by law or procedures, or in response to a suitable request from a law enforcement agency.
- Business transfer. We may share or transfer your personal data in connection with a merger, sale of the company's assets, financing, or acquisition of parts of or the whole of our business to another company.
- Other parties. We may also share your personal data at your request or with your permission, for example when referring cases to another company. You may also be included in discussions together with other third parties, for example in email discussions.

## WHERE DO WE PROCESS YOUR PERSONAL DATA?

Propoint strives at all times to process and store your data within the EU/EEA. However, in some situations your data may be transferred to, and stored in, a location outside the EU/EEA.

Please note that data protection legislation in countries outside the EU/EEA may deviate from, and in some cases offer lower protection than the data protection laws in your country. However, Propoint will take all necessary action to ensure adequate protective measures (for example EU standard model clauses and Privacy Shield) are adopted to safeguard your personal data and to guarantee such data is processed securely. You can contact us for further information regarding the protective measures that apply.

## HOW LONG DO WE STORE YOUR INFORMATION FOR?

Propoint stores your personal data for as long as is necessary in order to carry out the purposes for which the personal data was collected. The duration depends on the nature of the information that has been collected. We carry out regular reviews of our need to retain data, taking account of the relevant legislation.

Usually we need to store most of your personal data for the duration of the contract or business relationship with you and the company you represent. We also normally need to save your data for a subsequent period due to guarantees and other time limits connected to a contract or an order. Your data may also be stored for a longer period if required according to the appropriate statutory retention period, such as in tax and bookkeeping legislation.

## YOUR RIGHTS

You have the right to request information regarding our processing of your personal data, and to request a copy of such personal data. You are also entitled to have inaccurate data regarding your person rectified, and you may be entitled to have your personal data removed, for example if the personal data is no longer required for the purpose for which it was originally collected. You are also entitled, based on your legitimate interests, to make objections to the processing and to request that such processing of your personal data be restricted. In some cases you also have the right to transfer your personal data to another personal data controller.

## UPDATING OF YOUR PERSONAL DATA

Propoint continually works to ensure that the data stored in our registers is both accurate and upto-date. If your personal data changes, please inform us of any such changes.

## CHANGES TO THIS PRIVACY POLICY

Since our business and organisation may be subject to changes over time, this policy may need to be updated periodically in order to reflect such changes. You will be informed of any significant changes (for example by email), but we also recommend that you review this Privacy Policy regularly to ensure that you are aware of any amendments that have been made.

## HOW TO CONTACT US

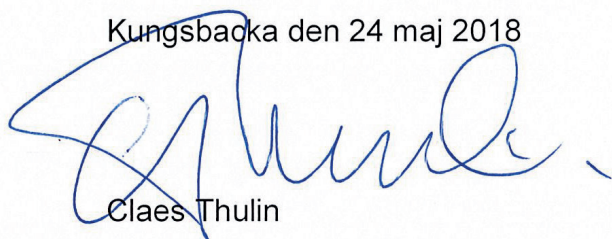
Propoint is the responsible party (personal data controller) for the processing of your personal data described above. Propoint is subject to data protection legislation, including GDPR. If you have any questions or comments about this Privacy Policy or regarding our use of your personal data, please contact us at [info@propoint.se](mailto:info@propoint.se)

## OR CONTACT US AT:

Propoint AB Faktorvägen 13  
434 37 KUNGSBACKA  
COMPLAINTS

You have the right to issue a complaint to the Swedish Data Protection Authority (Datainspektionen) [www.datainspektionen.se](http://www.datainspektionen.se) if you feel that we are failing to observe our obligations with respect to your personal data.

Kungsbacka den 24 maj 2018



Claes Thulin

Propoint AB

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