

1. Gavisus AB's view on the updated Privacy Protection - GDPR

For us at Gavisus AB it is important that your personal data is handled in a safe and secure way. Here we describe how and why we save your data. ie, it is something we do when you choose to buy a product, service, or are in touch with us.

- We only collect the personal data we need to provide our services and conduct our business.
- We protect the personal data we collected
- We only use the aggregated personal data for the purpose it collects for
- We remove the personal data we no longer need
- We inform those who need to be registered how and when we collect personal data
- We inform interested parties such as registered and designated authorities if an incident would occur in relation to our processing of personal data.

2. General

This privacy policy describes how Gavisus AB processes your personal data. We respect your right to privacy and we are prepared to comply with current data protection rules and protect your rights. We want to make sure that you are aware of what kind of data we collect from you, how this data is used and how we protect it. This policy also describes your rights and how you can contact us in case of questions about the use of your personal data.

3. Data Responsibility

Gavisus AB is the data controller for the processing of your personal data under this privacy policy.

4. Contact

Gavisus AB Svärdvägen 21 182 33 Danderyd Sweden E-post: info@gavisus.com

5. How do we process your personal data?

Gavisus AB collects personal data in several ways and on several occasions, for example, when you use our website, when you book an education or when you contact us via eg. letter, mail, phone and text message. If you send mail to us or contact us by phone or via Skype or other communication application, you do agree to that we may have your personal data in our corresponding contact management system, ie your data is handled by our employees in our email system, Skype or other communications applications, You or our staff members find the most suitable and on the devices that are used by our employees, as long as it is required to fulfill the purpose.

6. Information we may be dealing with

a. When you buy a product or service from us

PERSONAL INFORMATION Name, Email Address, Phone Number, Company, Billing Address, When using product/service. Event logs for troubleshooting our product or service. May contain UserId, IP Number, Computer Name, Domain Name, Log Time THE OBJECTIVE OF THE DATA PROCESSING The purpose of the processing is to be able to fulfill our commitments to you as a customer and be able to send invoices for the product or service. We also need to be able to comply with laws and regulations. LEGAL BASIS FOR THE DATA PROCESSING Agreement and legal obligation. STORAGE We store your data as long as it is required to meet the purpose.

b. When you are in touch with us regarding our products or services

PERSONAL INFORMATION Name, e-mail address, telephone number, company, address, department, role / position, ev. partner ID. THE OBJECTIVE OF THE DATA PROCESSING In order to answer questions, provide the right products and services as well as provide relevant data. LEGAL BASIS FOR THE DATA PROCESSING Eligible interest or consent. STORAGE We store your data as long as it is required to meet the purpose.

c. When you visit our website

PERSONAL INFORMATION Language settings, browser settings, use of our web, time zone, geographic data, operating system, platform and screen resolution (via statistics tools and marketing systems). THE OBJECTIVE OF THE DATA PROCESSING Provide, perform and improve services. LEGAL BASIS FOR THE DATA PROCESSING Legitimate interest STORAGE We store your data as long as it is required to meet the purpose.

d. When you participate in a photo or video

PERSONAL INFORMATION Picture, video. THE OBJECTIVE OF THE DATA PROCESSING When you visit an event or conduct an education, we may take pictures and films for marketing purposes. When you use a picture in your contact data in the systems you use to contact us. LEGAL BASIS FOR THE DATA PROCESSING Legitimate interest STORAGE We store your data as long as it is required to meet the purpose.

e. When you participate as a reference or in a statement

PERSONAL INFORMATION Video, Image, Name, Company, Email Address, Mission. THE OBJECTIVE OF THE DATA PROCESSING Market and inform about company products and services, for example, through reference assignments or interviews. LEGAL BASIS FOR THE DATA PROCESSING Consent. STORAGE We store your data as long as it is necessary to fulfill the purpose and consent.

f. When you visit our office

PERSONAL INFORMATION Video (camera monitoring when fire is triggered and burglary alarm). THE OBJECTIVE OF THE DATA PROCESSING In order to provide proof of authority for burglaries or thefts. LEGAL BASIS FOR THE DATA PROCESSING Legitimate interest STORAGE The movies are automatically deleted after 21 days.

g. When looking for a job or mission with us

PERSONAL INFORMATION Name, address, telephone number, e-mail address, picture, previous experience and other data that you have chosen to include in your resume. THE OBJECTIVE OF THE DATA PROCESSING Recruitment and necessary documentation. LEGAL BASIS FOR THE DATA PROCESSING Eligible interest and legal obligation. STORAGE We store your data for a maximum of 2 years with reference to legal obligation.

h. When you are employed by us

PERSONAL INFORMATION Name, address, telephone number, e-mail address, picture, previous experience and other data that you have chosen to include in your resume. Bank account data for payment of salary. All law-regulated data and our obligations regarding your employment We may also obtain contact data with related persons through the form and consent of them. THE OBJECTIVE OF THE DATA PROCESSING Necessary documentation as well as for marketing your and our services LEGAL BASIS FOR THE DATA PROCESSING Eligible interest and legal obligation. STORAGE We store your data during your term of employment as well as a maximum of 2 years after termination of employment with reference to legal obligation.

i. When you are a supplier to us

PERSONAL INFORMATION Name, company, address, e-mail address, telephone number and other relevant data for the assignment. THE OBJECTIVE OF THE DATA PROCESSING Ensure a functioning business. LEGAL BASIS FOR THE DATA PROCESSING Agreement and legal obligation. STORAGE We store your data as long as it is required to meet the purpose.

7. Who we might share your personal data with?

We use different suppliers' products and services for our IT infrastructure. This means that these providers may process your personal data. Gavisus AB may also share your personal data with subcontractors in order to deliver an agreed service or product. Subcontractors and suppliers are then personal data assistants and may only process your personal data according to our instructions. In some cases, Gavisus AB may be required to provide data to authorities by law or by judgment.

8. Where do we process your personal data?

We strive to always store your personal data within the EU / EEA. However, in some situations they may be treated outside the EU / EEA by a third party, such as a technology provider or subcontractor. We will always take all reasonable legal, technical and organizational measures to handle your data at the same level as the protection offered within the EU / EEA. Personal data stored in our systems may be processed by our staff in our systems when traveling outside the EU / EEA

9. Your rights

RIGHT TO REVOKE CONSENT You are entitled to revoke your consent to certain personal data processing at any time. If you revoke your consent, we will discontinue the data processing for which you have given your consent and delete the personal data processed solely on the basis of the consent. **RIGHT TO ACCESS** You are entitled to receive data about what personal data we have about you and how we treat these data. You are also entitled to receive a copy of this data. **RIGHT TO CORRECTION AND DELETION** You are entitled to receive incorrect data corrected and supplemented. In some cases, you may also delete your personal data, for example, if they are no longer necessary for the purpose for which they were collected. **RIGHT TO OBJECT TO DATA PROCESSING AND RIGHT TO LIMITATION OF DATA PROCESSING** You are entitled to object to the processing of your data for, for example, direct marketing and in cases where we process the data with the legal basis that we have a legitimate interest. You are also entitled to restrict data processing, eg if you believe the data is incorrect. **RIGHT TO DATA PORTABILITY** You also have the right to have the data transferred to another personally responsible person when technically possible.

10. Questions and complaints

For questions regarding the processing of your personal data, please contact Gavisus AB, info@gavisus.com. If you are not satisfied with the response you received, you are entitled to file a complaint with the Data Inspectorate.