

IF YOU ARE USER

You are a user if you use our website or our digital channels, e.g. our pages on social media platforms.

Your personal data is collected from yourself or other external persons that share your information with us.

1. WHEN AND WHY WE PROCESS YOUR PERSONAL DATA

We process your personal data for the following purposes:

1.1 Respond to questions and requests

If you send a question or a request to us via our digital channels we process your personal data to respond to the question or request.

Categories of personal data	Legal basis
<ul style="list-style-type: none">Your communicationIdentity informationContact details	<i>Legitimate interest.</i> The processing is necessary in order to satisfy our legitimate interest of responding to your questions and requests.
Storage period: Your personal data is stored for this purpose for a period of three (3) months calculated from the date we replied to your questions or requests.	

1.2 Communicate offers

We process your personal data in order to communicate offers to you about our goods and services. You can at any time unsubscribe from our communications by clicking on the unsubscribe link in the communication or by contacting us.

Categories of personal data	Legal basis
<ul style="list-style-type: none">Identity informationContact details	<i>Legitimate interest.</i> The processing is necessary in order to satisfy our legitimate interest of communicating offers to you regarding our goods and services.
Storage period: Your personal data is stored for this purpose for a period of three (3) months calculated from the date of the collection of your personal data.	

1.3 Manage and send newsletters

If you have signed up for our newsletter, we process your personal data in order to manage and send the newsletter to you.

Categories of personal data	Legal basis
<ul style="list-style-type: none">Identity informationContact details	<i>Legitimate interest.</i> The processing is necessary in order to satisfy our legitimate interest of managing and sending our newsletter to you.
Storage period: Your personal data is stored for this purpose until you unsubscribe from the newsletter.	

1.4 Evaluate and follow-up the use of our digital channels

In order to evaluate and follow-up on the use of our digital channels, we process your personal data, e.g. in connection with collection of visitor statistics on our website.

Categories of personal data	Legal basis
<ul style="list-style-type: none"> • User generated information • Identity information 	<i>Legitimate interest.</i> The processing is necessary in order to satisfy our legitimate interest of evaluating and to follow-up the use of our digital channels.
Storage period: Reports on an aggregated level which do not contain any personal data and statistics are stored until further notice or until they are deleted.	

1.5 Handle and defend legal claims

We process your personal data, to the extent it is necessary, to handle and defend legal claims, e.g. in case of a dispute or litigation.

Categories of personal data	Legal basis
<ul style="list-style-type: none"> • Your communication • Identity information • Contact details 	<i>Legitimate interest.</i> The processing is necessary in order to satisfy our legitimate interest of handling and defending legal claims.
Storage period: Your personal data is stored for such period that is necessary for this purpose.	

1.6 Fulfill legal obligations

We process your personal data in order to fulfil legal obligations, e.g. bookkeeping and accounting requirements and obligations under data protection regulations.

Categories of personal data	Legal basis
<i>All categories of personal data that have been collected and which are necessary in order to fulfill each legal obligation.</i>	<i>Legal obligation.</i> The processing is necessary in order to fulfill our legal obligations.
Storage period: Your personal data is stored for such period that is necessary in relation to each legal obligation.	

1.7 Manage and protect IT systems and services

In order to manage and protect our IT systems and services, e.g. upon logging, troubleshooting, backup, change and problem management in systems and in connection with potential IT incidents, we process, to the extent necessary, your personal data.

Categories of personal data	Legal basis
<i>All categories of personal data stated above.</i>	<i>Legitimate interest.</i> The processing is necessary in order to satisfy our legitimate interest of managing and protecting our IT systems and services.
Storage period: Your personal data is stored during the same period that is stated in relation to each purpose of the processing of your personal data above. Personal data in logs are stored for troubleshooting and incident handling during a period of 13 months calculated from the date of the logging event.	

2. RECIPIENTS THAT WE SHARE YOUR PERSONAL DATA WITH

Where necessary, we share your personal data with others. The recipient is the data controller for the processing of your personal data, unless we have stated otherwise.

We share your personal data with:

2.1 Service providers

In order to fulfil the purposes of the processing of your personal data, we share personal data with service providers that we have engaged. These service providers provide IT services to us (such as operation, technical support and maintenance of IT systems). The service providers may only process your personal data for these purposes and in accordance with our instructions and not for their own purposes. We are the data controller for the processing of personal data that the service providers carry out on our behalf.

2.2 Other recipients

In certain cases we share, if necessary, your personal data with other recipients for certain purposes (e.g. to fulfill legal obligations and to handle and defend legal claims). Examples of recipients are external advisors, authorities, courts, the police and potential buyers or sellers of the company.

Recipient	Purpose	Legal basis for the transfer
Public authorities	We share necessary personal data with public authorities if we are obligated under law to disclose the information.	<i>Legal obligation.</i> The processing is necessary in order to fulfill legal obligations.
External advisors	We share necessary information with external advisors, e.g. audit firms, and law firms if we are obligated under law to share the information or in order to manage and defend legal claims.	<i>Legal obligation and legitimate interest.</i> The processing is necessary in order to fulfill legal obligations or, alternatively, to satisfy our legitimate interest of managing and defending legal claims.
Courts, counterparties etc.	In order to manage and defend legal claims we share personal data to other parties.	<i>Legitimate interest.</i> The processing is necessary in order to satisfy our legitimate interest of managing and defending legal claims.
Law enforcement authorities, e.g. police	We share personal data with law enforcement authorities, e.g. the police if we are obligated under law to disclose information.	<i>Legal obligation.</i> The processing is necessary in order to fulfill legal obligations.
Potential buyers and sellers	We share personal data with potential buyers and sellers in case of an acquisition of the business or a merger.	<i>Legitimate interest.</i> The processing is necessary in order to satisfy our legitimate interest of carrying out the acquisition or the merger.

3. CATEGORIES OF PERSONAL DATA

Please see the table below for further information regarding which categories of personal data that we use and store about you.

Category	Examples of Personal Data
<i>User generated information</i>	Visitor and click statistics
<i>Your communication</i>	Contents in your communication, e.g. e-mails
<i>Identity information</i>	Name, IP address
<i>Contact details</i>	Address, telephone number, e-mail address