# **Privacy Policy**

#### Parties and responsibility for processing of your personal data

Triplan AB, Corp. ID 556592-4833, Hammarevägen 2, SE-28371 Lönsboda, (hereinafter "the Company") is the controller for the processing of personal data, undertaken as part of the Company's activities.

#### Why do we process your personal data?

In order for the Company to perform its activities, personal data is processed for various purposes linked to these activities.

The Company processes personal data to administer ongoing customer and supplier contacts, to communicate, to pay salaries and pensions, and provide other information to the Swedish Tax Agency.

### What legal basis do we have for processing personal data?

Below, the Company has set out the legal basis for the processing of personal data that occurs within the Company's activities.

Purpose of processing	Legal basis
Customer management	Agreement
Supplier management	Agreement
Payroll	Agreement
Customer portals	Agreement
Group insurance policies	Legal obligation
The Swedish Tax Agency	Legal obligation
Customer project folders	Unstructured material
Contact with customers and suppliers	Consideration of interests
Visits to our website	Consideration of interests
Publish material on website and social medias	Consideration of interests and sometimes consent

#### For how long do we save your personal data?

The Company will conduct an annual assessment as to whether the purpose of processing the personal data still persists. If the purpose of processing the personal data no longer persists, the data will be erased.

## What rights do you have?

As a data subject of the Company, you have several rights that you should know.

You have the right to obtain an extract from the register, relating to the Company's processing of your personal data. On being requested for an extract from the register, the Company must provide you with a copy of processed personal data.

You have the right to have your personal data corrected if it contains errors, is incomplete or misleading, and the right to restrict the processing of personal data until it is amended.

Under certain circumstances, you have a right of deletion:

- If the data is no longer needed for the purposes for which it was collected
- If the processing is based on the individual's consent and you withdraw your consent
- If the processing is for direct marketing and you object to the data being processed
- If you object to the processing of personal data that occurs in the exercise of public authority, or after a consideration of interests and there are no legitimate reasons that outweigh your interests
- If the personal data has been processed unlawfully
- If deletion is required to meet a legal obligation

You are also entitled to withdraw consent, object to automated decision-making, profiling and to direct marketing.

You may exercise your rights at any time by requesting access to and rectification or deletion of personal data, or demand restriction of processing or by objecting to processing. To exercise your rights, contact the CEO.

Furthermore, you have the right to submit a complaint about the Company's processing of personal data to the Swedish Data Inspection Board. More information is available at <u>www.datainspektionen.se</u>.

### Find out more

If you have any question about the Company's processing of personal data, or you wish to exercise your rights, contact the CEO.