	Data Protection	ID: DS026	Revision: 001
		Status: Approved	
	Information Requirements Interested Party/ Customer/ Other External Party Data	Date: 11 May 2018	

Information on processing personal data of Interested Party, Customer and Other External Party per Art. 13 GDPR

Dear interested party / customer / external party,

We take the protection of your personal data very seriously. We process your data in accordance with the EU General Data Protection Regulation (GDPR) and the Data Protection Adaptation and Implementation Act EU (DSAnpUG-EU). The following details how we process your data per Art. 12 et seq. GDPR.

Who is responsible for data processing? (Art. 13.1a, b GDPR)

Responsible for data processing:

Interroll Joki A/S

Hammerholmen 2-6, DK-2650 Hvidovre

Phone: +45 36 88 33 44

Email: databeskyttelse@interroll.com

Ask questions about data protection to:

Interroll Joki A/S

GDPR-Coordinator

Hammerholmen 2-6, DK-2650 Hvidovre

Phone: +45 36 88 33 44

Email: databeskyttelse@interroll.com


For what purposes and on what legal basis do we process your personal data?

(Art. 13.1c, d and 2f GDPR)

If you contact us for an offer, we store your data in our customer or supplier database so that we can access it in the event of the conclusion of the contract (Art. 6.1f GDPR). If we only respond to a request from you, we will only store your data for the purpose of answering your request and will not use your data for any other purpose. We only process such data that we have received from you directly in the context of the respective business transaction or in general communication, e.g. for the conclusion and execution of contracts. The legal basis is Art. 6.1b GDPR.

If we have received your consent (pursuant to Art. 6.1a), we process your data for the purposes of information and consulting on products and services as well as marketing.

If necessary, we will process your data to protect ours or third parties' legitimate interests in accordance with Art. 6.1f GDPR, such as for the assertion of legal claims and defence in legal disputes or for the guarantee of IT operations and security.

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In order to comply with legal requirements, we may or must, if necessary, process your data and pass it on to third parties (pursuant to Art. 6.1c).

We do not use your data in any way for automated decision making or profiling.

Who receives your personal data? (Art. 13.1e, f GDPR)

We generally do not pass on personal data to third parties unless you have given your consent (see above) or there are legitimate interests (Art. 6.1f GDPR). Data can then also be transmitted to other companies of the Interroll Group. Furthermore, within the scope of contract processing, your data may also be received by respective external service providers, which we have obligated to keep confidential by means of corresponding contractual regulations (e.g. in accordance with Art. 28 GDPR).

We process your data mainly in Denmark and have no intention of processing the data in third countries. An exception is Switzerland, where several Interroll companies are based.

In addition, data is exchanged with sales companies in other EU countries. If we receive your data for the preparation or acceptance of an offer, your data may be exchanged in the network of the Interroll companies, which are sometimes located in third countries. As long this is necessary to carry out pre-contractual measures or to fulfill a contract.

How long is the data stored? (Art. 13.2a GDPR)

In principle, we only store your data for as long as required by law. Data that we process on the basis of your consent will be stored until revoked. We store data that we process on the basis of a legitimate interest for as long as the legitimate interest exists.

What rights do you have? (Art. 13.2b, c, d, e GDPR)

Every data subject has the following rights:

Art. 15 GDPR: Right of access

Art. 16 GDPR: Right to rectification

Art. 17 GDPR: Right to erasure ('right to be forgotten')

Art. 18 GDPR: Right to restriction of processing


Art. 20 GDPR: Right to data portability

Art. 21 GDPR: Right to object

Art. 13d GDPR: Right to lodge a complaint with a supervisory authority

Art. 7.3 GDPR: Right to withdraw consent at any time

If you wish to exercise your rights, please contact us in writing (by mail or email) as mentioned above.

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Competent supervisory authority

Datatilsynet


Address: Borgergade 28, 5. DK-1300 København K

Postal address: Borgergade 28, 5. DK-1300 København K

Phone: +45 33 19 32 00

E-mail: dt@datatilsynet.dk

You only have to provide us with the personal necessary for our business relationship and the fulfilment of the associated contractual obligations or which we are legally obliged to collect (e.g. money laundering law, trade and finance laws). Otherwise, we cannot or may not have a business relationship with you or conclude and execute a contract with you.

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Purpose	Legal base	Recipient	Storage period
Answering general inquiries / general correspondence	Art. 6 para. 1 a GDPR	Internal data processing	In accordance with legal retention periods
Proposal preparation	Art. 6 para. 1 b GDPR	Internal data processing	In accordance with legal retention periods
Order processing	Art. 6 para. 1 b GDPR	Internal data processing	In accordance with legal retention periods
Customer master data	Art. 6 para. 1 b GDPR	Internal data processing	In accordance with legal retention periods
Vendor master data	Art. 6 para. 1 b GDPR	Internal data processing	In accordance with legal retention periods
Invoicing	Art. 6 para. 1 b GDPR	Internal data processing	In accordance with legal retention periods
Marketing / advertising	Art. 6 para. 1 f GDPR	Interroll (Schweiz) AG	In accordance with legal retention periods
Customer satisfaction analysis	Art. 6 para. 1 f GDPR	Internal data processing	In accordance with legal retention periods
Supplier assessment	Art. 6 para. 1) GDPR	Internal data processing	In accordance with legal retention periods