# TESS-ENN

# **PRIVACY POLICY**

Our Privacy Policy intends to inform you how we at Ess-Enn Timber AB handle your personal data and how you can exercise your rights regarding the protection of personal data. Personal data includes data and information about the identity of natural persons, or data that could be derived from a natural person.

This policy applies to all visitors to our website as well as our business contacts, job seekers, suppliers and business partners.

We place great value on the trust placed in us and it is something we want to continue to cherish in our future and established contacts. We want you to feel completely safe when you contact us, regardless of the reason.

# Personal data controller

Ess-Enn Timber AB, (org. number 556381-7211) with address Skruvbyvägen 2A, 36594 Skruv, is the data controller for the processing of your personal data. If you want to contact us, we can be found at <u>info@ess-enn.se</u>

#### How we process your personal data

Ess-Enn Timber AB only collects personal data that is necessary, relevant and not redundant for the purpose for which it is intended. Personal data is processed for a purpose and on a legal basis.

Ess-Enn Timber AB will only process personal data for as long as is required to fulfill the purpose for which it was collected. We have a erasure routine which means that we delete personal data on an ongoing basis, and we take into account and consider other legislation, for example the Swedish Accounting Act.

Ess-Enn Timber AB will not sell or otherwise transfer personal data to third parties, with the exception of authority decisions or support of law.

# Where is the personal data processed?

We may transfer your personal data to a country outside the EU/EEA, for example if we share personal data within the company group. In the case of such transfers, we take all reasonable legal, technical and organizational measures to ensure that the level of protection is the same as within the EU/EEA.

Ess-Enn Timber AB takes technical and organizational measures to protect the personal data that is processed, so that the data is not lost, destroyed, manipulated or made available to unauthorized persons. The measures are aimed at achieving a level of safety that is sufficiently high with regard to the technical possibilities that exist, Ess-Enn Timber AB follows the development and successively adapts our solutions.

# Cookies

When you use our website, certain information is collected through so-called cookies. The information collected includes, among other things, technical information about your device, IP address, browser or internet connection. The storage takes place automatically, but you can choose to turn it off yourself by blocking cookies in the settings of your browser. We also refer to our Cookie Policy on our website.

# TESS-ENN

# Your rights

As a person, you have several rights regarding privacy protection. Below we give you a summary of your rights, you are entitled to:

- A register extract a confirmation of and information about which personal data is processed.
- Correction to have incorrect information corrected.
- Deletion to have certain data removed.
- Objection object to our processing if it is carried out with the support of balancing of interests or for direct marketing.
- Limited processing personal data processing is limited, for example if you object to the accuracy of the data.
- Data portability that personal data can be moved from us to another personal data controller.
- Withdraw consent at any time you can withdraw a given consent.
- File a complaint a right to file a complaint with the Swedish Integration Protection Authority if you believe that your personal data is not being processed correctly. You can find contact details for the Integration Protection Agency further down.

# **Contact details**

If you have any questions about this privacy policy, the processing of your personal data or how you can exercise your rights, please contact us at <u>info@ess-enn.se</u>

# Oversight and compliance

Ess-Enn Timber AB continuously evaluates the information security policy and compliance with it. We will continuously adapt our security measures in accordance with technical development and changes in the law.

# Personal data incident

Ess-Enn Timber will document all possible personal data incidents and, unless it is unlikely that it entails a risk to the rights and freedoms of the data subjects, also report the incidents to the Swedish Authority for Privacy Protection.

# Complaints and contact details for the Swedish Authority for Privacy Protection

In the event of a complaint about the handling of personal data, you can contact the Swedish Authority for Privacy Protection and make a report. You can reach the Swedish Integration Protection Authority by

 Phone:
 08-657 61 00, Mon-Fri, at 09:00–12:00

 Email:
 imy@imy.se

# **Changes in Privacy Policy**

Ess-Enn Timber AB reserves the right to change or supplement our Privacy Policy at any time.