

# Privacy Policy

For Intinor, personal integrity is important. For us it is important that you feel safe with how your personal information is processed with us. We therefore want to always seek a high level of protection for your personal data. In this data protection policy, we inform you about how we collect and use your personal information. We also describe your rights and how to apply them.

You are always welcome to contact us if you have questions about how we handle your personal information.

## What is a personal data and what is processing of personal data?

Any information that can be derived directly or indirectly from a natural person is a personal data. For example, names, email addresses and social security numbers, but also images and usernames in digital media.

Processing of personal data is any action taken with personal data in IT systems, whether it is mobile devices or computers. This includes collecting, recording, reading, structuring, storing, processing, transfer and deletion, etc. In some cases, actions outside the IT systems can also be considered as processing. This applies when personal data are included in the register.

## Data controller

Intinor is responsible for the processing of personal data within Intinor. (Intinor AB, Formvägen 16, 90621 Umeå.)

## What personal data do we collect about you and why?

### Generally

We process your name, your email address, your phone number, your position, your connection to companies / organizations that are a customer, supplier or partner to Intinor.

We process your personal information for the purpose of providing Intinor services and products (such as a newsletter, operating information or support). We will also process your personal information to care for and administer our relationship with you as well as, if applicable, to administer agreements between Intinor and your employer. We may also send out surveys to evaluate our products or services.

Intinor always processes your personal information in accordance with applicable law. We process your personal information when it is necessary to fulfill an agreement with your employer or respond to your request for service or when we have another legitimate and legitimate interest in processing your personal information, such as an interest in marketing our products and services.

## **From what sources do we retrieve personal information?**

For example, collecting your personal information will be provided when you enter your information when you sign up to receive newsletters, order services and / or products from us or contact us in various cases. Even the company you are working on can provide us with information so that we can contact the right people in different cases.

## **Sometimes we get information from third parties. This applies, for example, to:**

- Websites and social venues where your contact information is public
- Event, fairs and trade press where you have shown interest in products / services that Intinor can provide

## **Cookies**

Our web site uses cookies. By law, we must inform our visitors about this, what the cookies are used for and how to deactivate them. More information can be found here ([link to website](#))

## **Who can we share your personal information with?**

### **Personal Data Assistants**

In some situations, it is necessary for us to hire other parties to carry out our work. For example, we are using different IT providers. They are to be considered as personal information assistants to us and we have signed personal data grant agreements in these cases. Personal data responsibility remains on Intinor.

We of course check all Personal Data Counselors to ensure that they can provide sufficient guarantees regarding the security and privacy of personal data as well as signing personal data grant agreements.

When personal information assistants are hired, it is only for those purposes that are consistent with the purposes we have for the processing because we are still personally responsible.

### **Actors who are independent personally responsible**

We also share your personal information with some other actors who are independent personally responsible. These can be collaborators who provide something that can complement Intinor's products and services and thus add value to the company you are working on.

When your personal information is shared with an actor who is an independent personally responsible person, the organization's privacy policy and personal data management apply.

We may hire suppliers and partners to perform tasks for Intinor AB, for example, to provide IT services or to help with marketing, analysis or statistics. The execution of these services may mean that these recipients have access to your personal information.

### **We will never sell your personal information to 3rd party**

## **Where do we process your personal information?**

We always strive for your personal data to be processed within the EU / EEA, but sometimes it is not possible.

For certain IT support, the data can be transferred to a non-EU country. This applies, for example, if we share your personal information with a personal data counselor, either ourselves or through a subcontractor, is established or storing information in a non-EU country. As personally responsible, we are responsible for taking all reasonable legal, technical and organizational measures to ensure that the protection of personal data is the same as within the EU / EEA.

When processing personal data outside the EU / EEA, the level of protection is guaranteed, for example, by a decision of the EU Commission that the country in question ensures an adequate level of protection or through the use of so-called appropriate safeguards. Among other things, "Privacy Shield" includes the use of "Binding Corporate Rules" and various contractual solutions. If you want information about the protection measures, please contact us. Standardized model clauses for data transfer, as adopted by the EU Commission, are also available on the EU Commission website.

## **How long do we save your personal information?**

We will never save your personal information longer than is necessary for each purpose. We have developed thinning routines to ensure that personal data are not saved longer than needed for the specific purpose. How long the storage time may be is different depending on the purpose of the processing and how long the task is necessary for the purpose. After that, we will safely delete or unidentify your information so that they can no longer be linked to you. Some information in the booklet needs legislation, for example, is saved for at least seven years, while details of special costs are deleted as soon as the event is completed.

## What are your rights as registered?

As a registered person, you have a number of rights under current legislation. Here we list these rights.

### Right to register extract (right of access)

If you want to know what personal data we are dealing with just about you, you can request access to the information. When you submit such a request, we may ask you some questions to ensure that your request is handled efficiently. We will also take steps to ensure that the information is requested and submitted to the correct person.

### Right to rectification

If you find that something is wrong, you are entitled to request that your personal information be corrected. You may also supplement any incomplete personal data. In some cases you can make corrections yourself, which we will inform you about.

### Right to erasure

You may request that we delete the personal information we store about you, including if:

- The data is no longer necessary for the purposes for which they are processed.
- You object to an interest weighing based on our legitimate interest, where your reason for objection weighs heavier than our legitimate interest.
- Personal data is processed illegally.
- The personal data have been collected for a child (under 13 years) for which you have parental responsibility
- If the information was obtained with your consent and you wish to withdraw your consent

However, we may have the right to deny your request if there are legal obligations that prevent us from immediately deleting certain personal information. It may also be that processing is necessary for us to establish, enforce or defend legal claims.

## **Right to restriction**

You are entitled to request that our processing of your personal data be limited. For example, if you request a correction because you believe the personal data we are processing is incorrect, you may request limited processing for the time we need to check whether your personal information is correct.

If, and when, we no longer need your personal information for the set purposes, our routine is usually that the data is deleted. If you need personal data to be able to determine, enforce or defend legal claims, you may request limited processing of the data from us. This means that you can request that we do not clear and delete your data.

If you have objected to personal data processing we do based on a legal balance of interest, you may request limited processing for the time we need to check whether our legitimate interests outweigh your interests in getting the data deleted.

If the processing has been limited in accordance with any of the above situations, we may, in addition to the actual storage, process the data to determine, enforce or defend legal claims, to protect someone else's rights or if you have given your consent.

## **Right to object to certain types of processing**

You always have the right to object to all processing of personal data based on a balance of interest. You are also always entitled to avoid direct marketing.

## **Right to data portability**

As a registered person, you are entitled to data portability (transfer of personal data) if our right to process your personal data is based on your consent or performance of an agreement with you. A prerequisite for data portability is that the transmission is technically possible and can be automated.

## **Manage your rights**

The application for registry extracts or if you wish to rely on any of your other rights shall be in writing and in its own right signed by the extract. We will answer your requests without unnecessary delay and no later than 30 days. Mail to [info@intinor.se](mailto:info@intinor.se). The mail should, as far as possible, be sent from the email address you are registered with at Intinor.

## **How do we handle social security numbers?**

We never store personal identification numbers for individuals. Regarding the processing of social security numbers in the form of an organization's corporate identity number, this processing is required as long as the company is a customer.

## **How are your personal data protected?**

We work actively to ensure that personal information is handled safely. This applies both through technical and organizational protection measures.

## **Supervisory authority**

The Swedish "Datainspektionen" is the responsible authority for monitoring the application of data protection legislation. If you feel that we act incorrectly, you can contact Datainspektionen, see [www.datainspektionen.se](http://www.datainspektionen.se)

## **Contact us for questions about how we handle personal data**

If you have questions about how we handle and process personal information or have a request in accordance with the above rights, you are always welcome to contact us.

### **Contact details**

Intinors Data Protection Officer

Intinor AB

Postal address: Formvägen 16, 90621 Umeå

E-mail: [info@intinor.se](mailto:info@intinor.se)

Phone number: +46 (0) 90 3493900