

FINEPART SWEDEN AB's data protection policy

Personal privacy is important and we want our data protection policy to show that we take the processing of personal data very seriously. Our policy clarifies how we gather and use personal data.

When you contact us to request a quote, want help with questions regarding our products, submit a tender for materials and products, request information about our products etc., you accept our data protection policy and our processing of your personal data. You also consent to FINEPART SWEDEN using electronic/digital communication channels to send information to you.

To offer you/the company you represent our products, we need to process your personal data and we do that in the following way:

What type of information do we collect?

Collection and use of data

This data protection policy covers data that is collected online and offline, including personal data that we may gather through several different channels, for example websites, social media, telephone contact or mail, events/trade shows. We may also combine personal data collected in one way (for example a website) with personal data that has been collected in another way (for example trade shows, customer meetings).

Information that you provide to us

You can provide information about yourself and the company you represent directly or indirectly in a number of different ways. For example, when requesting a quote for a product that we sell, when you call and ask questions, interact on our social media, purchase our products or offer products that we purchase, or when you contact us by mail, letter or telephone. The data can be:

- **Personal and contact data** name, invoice and delivery address, e-mail address, mobile phone number, position in the company etc.
- **Payment information** – invoice information etc.

Information we collect about you

When you contact us we can (although not necessarily) gather data about:

- **Personal and contact data** such as name, invoice and delivery address, e-mail address, mobile phone number, and position in the company.
- **Information about products** - details regarding the products you/your company have purchased/shown interest in buying or receiving a quote for.
- **Financial information** – any credits, debts or negative payment history of the company you represent.
- **Historic information** - previous purchases, payment and credit history.

- **Geographic information** – your geographic location/the geographic location of the company you represent

The information that you give us, the information that we collect about you/the company you represent, and the information about the products and the financial information that is generally necessary to enter a contractual arrangement with us. Other data that we collect in a general way is necessary for other purposes, such as described below.

What do we do with the information?

Supply, carry out and improve our products/services

All data is used to supply, carry out and improve our products/services for our customers. Here you can see what data we process and what legal grounds we base our use of it on.

Category of data

Personal data

Company data

Company/Organisation
 Organisation number
 Address
 Invoicing information

Contact details

Name
 Professional role
 E-mail
 Telephone number
 Project involvement

Product and service information

Product information
 Service information
 Education information

Legal grounds: To be able to fulfil any contractual agreements with you or the company that you represent.

Who will we share this information with?

Sometimes we share your personal data in order to be able to fulfil our commitments to our customers and other interested parties. We can transfer to or share the data with third parties such as suppliers or sub-contractors, distributors or agents. We take all reasonable legal, technical and organisational measures to ensure that the data is

managed safely and with an appropriate protection level when transferring or sharing with third parties.

Authorities. We may supply necessary information to relevant authorities if we are liable to do so by law or if you have given consent for us to do so.

FINEPART SWEDEN will never sell the collected data to a third party.

Where do we process your personal data?

We always strive to store your personal data within the EU/EES. However, in certain situations it may be processed outside the EU/EES by a third party, for example a material supplier or sub-contractor. We will always take all reasonable legal, technical and organisational measures to ensure that your data is processed with the same level of protection as within the EU/EES.

How long do we store your personal data?

We store data for as long as it is necessary for the purpose for which the information was collected, or to carry out our commitments and for as long as is required according to the legislated storage times, particularly as regards audit requirements.

Your rights

If you are registered with us you have several rights that you should know of. You have the right to request an export of the register once a year, free of charge. You have the right to have your personal data corrected if it is incorrect, incomplete or misleading and the right to restrict processing of your personal data until it has been changed.

You have the right to be forgotten, personal data cannot be erased if it is required to fulfil the contract or if another Swedish or European law, court or authority's decision states otherwise, and if it is based on a legitimate interest. If you consider that there are no legitimate reasons or that the stated interest is incorrect, you have the right to object to the processing.

You also have the right to withdraw consent, to make a complaint about the processing to the Swedish Data Protection Authority (Datainspektionen) and to object to direct marketing.

Changes to the data protection policy

Updates of data protection policy can occur. We will inform you of any changes on our website www.finepart.se and also inform of any changes we have made to the data protection policy. You can always contact us if you want access to previous versions.

For any questions regarding privacy and/or data protection please contact us on info@finepart.se