

## POLICY

### Processing of personal data

On this day, 2022-06-16, the following policy has been established for Lundqvist Inredningar AB

In this privacy policy, you will find information about how we process your data. Your privacy is important to us and we want to be open about how we process these so that you feel safe when you submit your personal information to us. The purpose of this policy is for you to know how we process your personal information, what we use it for, who can take part in it, and under what conditions and how you can exercise your rights.

Our policy is based on current data protection legislation and clarifies how we work to take care of your rights, and your privacy.

#### **This privacy policy contains:**

1. Background
2. How do we access your personal information?
3. Use of personal data
4. Your data is securely processed
5. When do we disclose your personal information?
6. Where is your data processed?
7. Storage
8. Your rights

## 1. Background

We process your personal data primarily to fulfill our obligations to you that we have due to agreements or to enable us to fulfill our legal obligations.

We also need your personal information to be able to provide you with good service, for example in terms of marketing, follow-up and information. We may also need your personal information to perform customer and market analysis. You have the right to object to us using personal data for direct marketing.

What personal data do we process?

We only process personal data when we have a legal basis. We do not process personal data other than when they are needed to fulfill obligations under agreements and laws or where you have given your consent.

Here are examples of the personal data we process:

- Name
- Address
- E-mail
- Phone number
- Bank-related information
- Information that you registered voluntarily and voluntarily provide

## 2. How do we access your personal information?

We access your personal information in the following ways:

- Information that you provide to us directly
- Information that we receive when you use our services / buy our products
- Information we receive from public registers
- Information that is registered when you visit our website
- Information that we receive when you sign up for newsletters and other mailings
- Information that we receive when you respond to surveys

To the extent that the treatment is based on your consent, we will, as far as possible, obtain it before we start the treatment.

You have the right to withdraw your consent at any time. We will then no longer process your data or collect new ones, provided that it is not necessary to fulfill our obligations under agreements or laws.

## 3. Use of personal data

We primarily use the information to ensure that we can fulfill our obligations under agreements and laws. We also use it to inform you about news, tips, and ideas from Lundqvist.

## 4. Your data is securely processed

We develop routines and working methods for your data to be handled securely. The starting point is that only persons within the organization who need the personal data to perform their tasks shall have access to them.

In case of sensitive personal data, we have set up special authorization checks, which means higher protection for your personal data.

Our security systems are developed with your privacy in focus and protect to a very high degree against intrusion, destruction, and other changes that may pose a risk to your privacy.

We have several IT security policies to ensure that your data is processed securely.

We do not transfer personal data in cases other than those explicitly stated in this policy.

## 5. When do we disclose your personal information?

Our starting point is not to disclose your personal information to third parties if you have not consented to it or if it is not necessary to fulfill our obligations under the agreement or law. In cases where we disclose personal data to third parties, we establish confidentiality agreements and ensure that the personal data is processed securely.

## 6. Where is your data processed?

Our goal is for all personal data to be processed within the EU / EEA area. However, some providers may process personal data without the EU / EEA area. In such cases, we always ensure that the data is protected and that there are protection measures in place, through agreements that require the same requirements as the rules within the EU.

## 7. Storage

In general, we store your information for as long as the information is necessary to fulfill the purposes for which the information was collected. The information can also be saved for the time required by applicable law, for example for 7 years to meet the requirements of the Accounting Act. In other cases, we will regularly review our personal data management.

## 8. Your rights

If you want to gain access to your personal data processing, you have the right to request access to your data. We grant a maximum of one register extract per year per registered person and the request must be in writing with the signature of the registered person. If we receive an access request, we may ask for additional information to ensure that we disclose the information to the right person. You also always have the right to request that your personal data be corrected or deleted, that the processing be restricted, that any consent is revoked, and that your data not be used for direct marketing.

We will always delete your information to the extent required by applicable law and we will of course always do our best to accommodate your deletion request. You also have the right to object to our processing or request that the information you have provided to us be transferred to another personal data controller, so-called data porting.

Your personal data may not be processed for direct marketing or profiling if you object to such processing. You also have the right to revoke a given consent at any time, e.g., the consent that you as a private person give when you start subscribing to our newsletter.

A request for any of the topics mentioned above must be signed and sent by post to:

**Lundqvist Inredningar**

Sveavägen 109

113 50 Stockholm

If you believe that we have not fulfilled your rights under the Personal Data Act, you have the right to appeal to the relevant supervisory authority. This is done by sending a complaint to the Swedish Authority for Privacy Protection. Contact information is available at: <https://www.imy.se/en/>