

- **MIM Construction AB data protection policy**

We care about personal integrity, and we strive for a high level of security in our data protection work. This policy describes how we collect and use personal data and how we work to protect the information using both technical and organizational protection measures. "Personal data" means any kind of information that can be linked to you as a living physical person. The policy also describes the rights you have in terms of how we processing your personal data, and how you can proceed to pursue your rights.

We treat personal data in accordance with the Universal Data Protection Regulation (European Parliament and Council Regulation No. 2016/679, also known as "GDPR" after its English name General Data Protection Regulation).

Personal data protection provider

Personal data protection provider is MIM Construction AB, org. 556273-8814, with address Myren 125, 462 94 Frändefors. Kontakt; dataskydd@mimsafe.se or contact us by phone +46 10 5500450

What type of personal data do we handle?

The type of personal data we process depends on the relationship you have to us. In the table below we have described the most common categories of personal data we process. We collect the information either directly from you, from our partners and suppliers or from publicly available registries. The collection can also be done via digital channels, for example, when you visit any of our websites or use a mobile application.

In some cases, we collect personal information from you but where the information concerns other people than yourself. For example, if you buy any of our products on behalf of someone else, we may, in some cases, register the end users information in order to complete our commitment to third parties. In such cases, we assume that you who provide us with the personal data have that person's permission.

Function	Example of personal data we process
Visitor at exhibitions/arrangement	Name, contact information
Union organisation / representative	Name, position, company/organisation, contact information, visit history and dialogue history
Potential partners	Name, position, company/organisation, contact information, dialogue history
Customer	Name, position, company/organisation, contact information, invoice information, shipping history, dialogue history, warranty obligations
Partner	Name, position, company/organisation, contact information, dialogue history
Supplier	Name, position, company/organisation, contact information, invoice information, shipping history, dialogue history
Journalist/Media representative	Name, position, company/organisation, contact information, visit history

In addition to the examples above, we may collect information, for example, if you visit any of our websites. Our sites also use so-called cookies. You can read about how we use cookies in our cookie policy.

Your personal data may also occur in different types of data logs that are necessary for the operation of several of our digital systems. This may, for example, apply to logs of information access, inbound and outbound email or phone calls.

We also find that we document photo, video or audio recordings, and in some cases they may constitute personal data.

The payment information managed by third-party providers is the independent personally responsible person for the processing.

Legal basis and purpose

We process personal data for a variety of purposes. The main purposes are for us to handle:

- Manage orders, purchase, customer service and dialogue history.
- Document, evaluate, develop and market our business
- Complete our commitments as a partner
- Prevent frauds and prevent crime

At promotional mail, you will always be given the opportunity to cancel any more similar mail from us.

Any processing of personal data that we can motivate based on one or more of the following legal grounds:

Compliance with legal obligation

Examples of this are certain personal information that we must process to comply with the requirements of the Accounting Act.

Fulfilment of agreement

If you buy items from us, we need to get some personal data from you to deliver what you have ordered. If you are a visitor to an event, we must handle your personal data in order to deliver ordered services and for eventually invoice if you place an order.

Legitimate interest

If you are a profession in a particular sector, and we have an arrangement in this sector we may contact you to market the event. This is when we consider our interest as a company of marketing our arrangements weighs heavier than your interest as a professional to not be promoted. Contact us for more information about the interest weighing we have made.

Consent

When you sign up to receive one of our newsletters, fill in the contact form on our website or participate in any of our arrangements, we will ask you if you consent to our processing of your personal data. In cases where a treatment is justified on the basis of a consent, you may revoke your consent at any time and request that we terminate the current treatment. Contact us if you wish to withdraw your consent.

Storage times and precautions

In order to protect your personal data against loss, damage or unauthorized treatment, we constantly work to maintain and improve a variety of security measures. This applies to physical protection, for example, for people, IT infrastructure and buildings, information security, for example, against IT systems, virus attacks and backups and organizational protection, such that only those persons who need it in their work have access to your personal data.

We store your personal data as long as it is necessary to fulfill the purposes described above. Thereafter, the data is deleted or unidentified securely so that they can no longer be linked to you. Unless otherwise agreed, and unless the law requires us to keep the data longer, then the storage times will apply below. If you want to suspend the storage of your personal information earlier than these times, you may request this, see the section below "Your Rights".

Professionals

If you are in contact with us in your professional role, for example, as a customer, supplier or partner, we will save your personal data for a maximum period of eight years after your last activity supported by the Accounting Act. "Activity" means, for example, that you buy or sell goods or register for a new arrangement or for a dialogue with us via email or phone. In case history can't be linked to the law, the information is retained for a maximum period of three years. If you click on a link in one of our newsletters, the information will be kept for a maximum period of three months in order to improve our future marketing communications.

A private person

If you are in contact with us as a private person and as a customer, we will save your personal data for a maximum period of eight years after your last activity supported by the Accounting Act. "Activity" means, for example, that you purchase goods or register for a new arrangement or for a dialogue with us via email or phone. In case history can't be linked to the law, the information is retained for a maximum period of three years. If you click on a link in one of our newsletters, the information will be kept for a maximum of three months period in order to improve our future marketing communications.

Future contacts

If we have not yet been in contact with you, for example, because we are planning an arrangement with an partner where you in your profession or in case of personal representative or as a member of a trade organization can be a potential buyer we collect personal data for that, we will save your personal data for a maximum period of one year from collecting.

Photo, video and audio recordings

Records that document our activities will be saved in different time depending on the purpose. If they are of future historical interest, we will keep them as long as the technical life expectancy permits.

Transfer of personal data to others

We never sell your information to third parties. However, we may disclose your personal data to the following categories of recipients:

Authorities

We may provide the necessary information to authorities such as the Swedish Tax Agency and other authorities if we are required by law to do so.

Personal Data Responsible (with Reseller and Partner)

If we conduct an arrangement in collaboration with another business partners, such as an trade organization, insurance company or reseller, then booth we and third parties will have access to your personal data. Both organisations are then personally responsible for their respective personal data processing.

Controller assistant of Personal Data

If we have to engage another business partner to perform certain services for us - for example, transportation, telemarketing or the operation of our IT systems - this may mean that this enterprise collects personal data for us, or that they need access to personal data we have collected. In this case we are personally responsible and the other activity is assistant. We then include a controller assistant personal data contract for the purpose to ensure that personal data is handled correctly and safely.

Transfer of personal data to non-EU / EEA countries

Basic principle is that we do not transfer personal data to activities outside the EU / EEA. The exception is business partners carried out in a non-EU/EEA country that is considered to have an adequate level of protection according to the EU Commission's decision under Article 45 of the GDPR.

Links to digital channels

There may be links in our digital channels (such as on our web sites) that lead to other digital channels that are covered by data protection rules other than those specified here. In these cases, we are not responsible for information or processing performed in another business's digital channel.

Your rights

According to the Data Protection Privacy, you have as registered a number of rights to us. If you want to exercise these rights please visit our website and fill in the form.

You can also send a letter to:

MIM Construction AB
Att: Data protection
Myren 125
462 94 Frändefors
Sweden

Whether your request is submitted via the web or by letter, we will answer it within 30 days, based on the fact that we were able to verify your identity.

In order to protect you and your personal data, we will not disclose the data to anyone whose identity has not been verified. If for any reason we can't meet your request, we will provide you with a reason and explain why we couldn't fulfill your request.

For all of the rights below, and if you want, you can ask us to extend your request also to include our partners if we have shared your information with them.

Right to access your personal information

You have the right to receive a verification from us if we process your personal data, and if so get an extract of what personal data it concerns. In most of our systems the mail address works as an identifier and therefore we will normally deliver the copy of the data digitally to your email address.

Right to rectification

All personal data processed by us should be correct. If you find that there are faults in your data you have the right to request that we correct the incorrect information. The privacy data will then be corrected by us.

Right to data portability

If you want to get your personal information from us in order to use them elsewhere, you may, in some cases, have the right to get them in a structured and widely used and machine-readable format and transfer them to another personal data protection provider. However this requires that the data transfer is technically possible and that the other part accept the format we provide and that it can be done with reasonable effort for us.

In view of the limited amount of personal data we process, it will almost always be easier for you to provide the other party with your personal data direct. Note that this right is limited to data processed in compliance or to fulfil settlements with you, and that it only applies to the personal data you have provided us yourself.

The right to limitation of the treatment

If you want us to process your personal data for limited purposes, you may request a limitation of the act. This applies for example if you suspect that the information we have is incorrect, that our processing is illegal, and that we no longer need the information for the purposes or when you have objected to our treatment of legitimate interest while waiting for verification of whether our interest is heavier than yours. We will then mark the data to ensure that they are no longer subject to further processing and can't be changed.

Right to be deleted / to be forgotten

If you want us to completely discontinue all processing of your personal data, you may in some cases request deletion of these. We will then delete all information that can be linked to you as a person. Once the deletion has been completed, you will receive a confirmation of this by e-mail, and we will then delete the sent e-mail. Notice that a deletion means that we will delete all information about you, including the information that you once wanted to be forgotten.

If you feel that we have made a mistake

If you believe that we process your personal data in violation of applicable law, or we have handled a request from you incorrectly when you wish to exercise your rights as described above, you may report this to the Data Privacy Inspector (Privacy Authority).