

Privacy Policy, Unibolt AS

General

Common to all of our data processing activities is that we only process personal data for specific processed and on the basis of justified (legitimate) interests. We only process personal data that is relevant and necessary for the fulfilment of the purposes specified, and we delete your data when it is no longer needed.

Contact details and the data controller

Unibolt is the data controller and we ensure that your data is processed in accordance with applicable legislation.

Contact details:

Contact person: Ole Blicher Folmer

Address: Grønlandsvej 187, DK-7100 Vejle, Danmark

CVR.: 43242318 and 35454594

Telephone: +45 7643 1000

Email: obf@unibolt.dk

Website: www.unibolt.dk

Processing of personal data

We process the following types of personal data:

- General personal data:
 - Name, address, telephone number, telefax number, email, website, CRV/VAT numbers, bank details, applications, images, customer relationships, dates of birth, work area, position and other information that is recognised as general personal data.
- Sensitive personal data:
 - Any data relating to matters such as race/ethnic origin, political/religious beliefs, trade union affiliations, health data, etc, which is given in application forms or in connection with employment, for example.

Where we get personal data from

We normally receive data directly from you. In some cases we may use other sources, such as public bodies – e.g. for necessary tax details when processing wage payments or refunds.

Unibolt AS's purposes for processing personal data

We process your personal data for specific purposes when we have a legal basis to do so.

Legal bases for data processing include:

- Unibolt's justified (legitimate) interest in processing your personal data (balancing of interests principle).
- If it is necessary in order to fulfil a contract with you
- Processing of legal requirements
- Processing with consent

Purposes for processing personal data:

- Delivery of goods and services that you have ordered
- Administration of your relationship to us
- As a part of Unibolt's activities, such as scheduling, performance and monitoring
- In order to undertake general employer duties such as the payment of salaries, refunds, tax returns, payment of trade union contributions, etc.

We only process personal data if we have a legitimate interest in doing so

To the extent that we process your personal data on the basis of the balancing of interests principle, our processing will exclusively be motivated by justified (legitimate) interests, such as:

- Fulfilment of member duties, including the recovery and payment of contributions, etc.
- Organisation of social events, sporting activities and other activities
- Use of situational pictures taken at Unibolt, which reflect a concrete activity or situation in the company

Consent

Our personal data processing will often have a different legal basis other than consent. We therefore only collect consent when it is necessary in order for us to process your personal data for the purposes described above.

If we do ask for your consent, it is up to you whether you want to provide it or not, and you can withdraw your consent at any time by notifying us of this decision. Withdrawing your consent will not have any consequences for your employment relationship.

Transfer of your personal data

We do not transfer your personal data to other companies for marketing purposes without first collecting your consent.

Storage and deletion of your personal data.

We store your personal data for as long as the customer relationship continues to exist. For employees at the company, we store personal data on established clerical staff for a period of five years following end of employment and data on employees paid by the hour is stored for up to 20 years, due to the risk of workplace injuries. In addition, we also store your personal data in accordance with the following criteria:

- Accounting annexes, including timesheets, shall be stored for five years from the end of the financial year that the annex concerns
- Other relevant data for following up and taking decisions in connection with any demands that may arise will be stored for five years from end of employment
- Outturn sheets, etc, such as PPAPs, are stored for up to 20 years due to requirements set out by the automobile industry and by others.

All personal data stored by Unibolt is securely protected; electronic data is protected through the use of encryption, firewalls and antivirus programs, while the company's physical documents are securely locked away and protected by locks and burglar alarms.

Your rights

You have a number of specific rights under the personal data regulation which apply when we process personal data on you:

- The right to be informed of data processing
- The right to access personal data on you
- The right to rectification
- The right to deletion
- The right to restriction of processing
- The right to data portability (transfer of data in a general format)
- The right to objection

You can exercise your rights, including the right to object to our processing, by getting in touch with us. You will find our contact details at the top of the page.

If you submit a request to have your personal data corrected or deleted, we will investigate whether or not the necessary conditions are met, and in such case, we will undertake the correction or deletion as quickly as possible.

You can submit a complaint to a data protection authority at any time, such as the Danish Data Protection Agency (Datatilsynet).

Revision of this privacy policy

We reserve the right to amend or revise this privacy policy from time to time. When any changes are made, the date at the top of the privacy policy will also be amended. The privacy policy applicable at any given time will be available on our website and intranet. You will be notified if any significant changes are made to this policy.