## **Privacy Policy**

Alpha Brush ApS (cvr 33371594) is the data controller with regard to any personal information we gather about you, and we make sure that your information is processed in compliance with the law.

We take data protection seriously. To inform you of how we process your personal information, we have adopted this privacy policy.

#### Contact information

If you wish to get in touch with us about our processing of your personal information, you can get hold of us at:

Frankrigsvej 22, 8450 Hammel

rlu@alpha-brush.com

# Processing of Personal Data

Persondata are alle types of information that relate to an identifiable person. This privacy policy describe how we can process your personal data. We only process data which are necessary and to a specific purpose and we always process your data confidential.

As data controller, we have implemented suitable technical and organisational measures to prevent your data from being accidentally or illegally deleted, publicised, lost, corrupted, leaked, misused, or otherwise treated in non-compliance with applicable law. We ensure that processing only takes place in adherence with the principles of data protection, cf. GDPR art.

#### We keep data up to date

As our services depend on your personal information being correct and updated, we request that you inform us of any relevant changes in your personal information. You can use the contact points noted above to inform us of the changes. We will then make sure to update your information in our databases. If it comes to our attention that our information about you is incorrect, we will update it and notify you of this.

Please see below, the legal basis upon which we process your information, for what purpose and for how long we retain it.

### Website visitors

When you visit our website, vi process the following data about you

IP-address and cookies

The purpose of this processing is

• To secure an optimal use of our website.

We process the data about website visitors on the following legal basis

- You have given a consent through our cookies banner cf. (GDPR art. 6(1)(a))
- Our legitimate interest which is our ability to administer our website cf. (GDPR art. 6(1)(f))

We retain the information no longer than legislation permits, and we will delete it, once it is no longer necessary for our purposes stated above. The retention period depends on the type of information and the purpose of the processing

#### Enquires

If you contact us through our contact form on the website or via email, we process the following personal data about you

Name, email, content of your digital signature and content of the message

The purpose of the processing is

- To facilitate customer support
- To answer question from potential costumer

We process the data on the following legal basis

• Our legitimate interest which is administration of enquires cf. (GDPR art. 6(1)(a)

We retain the information no longer than legislation permits, and we will delete it, once it is no longer necessary for our purposes stated above. The retention period depends on the type of information and the purpose of the processing.

#### Recruiting

If you apply for a vacant position at our company, we will process the personal data you give us in form of your resumé, CV and other document in your application. It is not necessary that you give us your social security number as a part of the application.

We process your information based on our legitimate interest, cf. GDPR art. 6(1)(f), which is to assess your qualifications for the open position.

If you are invited to a job interview, we will collect further information for use in the continuing recruitment process.

We process your information based on our legitimate interest, cf. GDPR art. 6(1)(f), which is to assess your qualifications for the open position.

We retain your application, including appendices, for up to 6 months after the recruitment process has ended, after which your information will be deleted. The purpose of the retention beyond the end of the process is to safeguard our interests in case of complaints of discrimination, etc. during the recruitment process.

If we find your application relevant for a possible future position, we will retain it after acquiring your consent, cf. GDPR art. 6(1)(a)

#### Video surveillance

As part of the security measures on our facility, the area is under video surveillance. We will at all times ensure that all use of video surveillance is in compliance with legislation.

All footage is retained for 30 days, after which it is deleted.

#### Transmission of your data

We use a number of third parties to store and process information, among them it-solutions. They only process your information on our behalf and are not permitted to use the information for their own purposes. When relevant, your information may be disclosed to banks, collections, carriers etc.

We prioritize data processors from within the EU and from third countries approved by the European Commission with regards to an adequate level of protection of personal data, cf. GDPR art. 45.

#### Transmission of information to third countries

We use data processors in unsafe third countries. When legislation in these third countries does not offer the same protection of personal data as the EU does, we have an increased responsibility to ensure the protection of your information.

- Personal information we collect and process in connection with Enquiries, general communication is transferred to Microsoft (USA), as they provide our e-mail software
  - We have made sure to have a legal transfer mechanism, namely SCCs entered into in accordance with GDPR art. 46(2)(c), and that the information is processed with sufficient security measures.

## Your rights

By contacting us at the contact point at the top, you may:

- achieve access to the personal information we have on you
- rectify any faulty personal information
- have your personal information erased
- receive a copy of your personal information (data portability) for the purpose of moving it to another data controller
- object to the processing
- have the processing of your personal information restricted

When you contact us, requesting to exercise your abovementioned rights, we will respond within a month. If we cannot honour your request, you will receive an explanation.

In order to exercise your rights, or if you have questions about our processing of your information, you can always contact us. Our contact information is at the top.

If, after having been in touch, you are dissatisfied with how we process your information, you have the right to file a complaint with Datatilsynet.