

## **We at SENAB respect your privacy**

For Senab AB, it is important that you feel secure that Senab processes your personal data in a secure and legal manner. In this privacy policy, we describe, among other things, how Senab generally processes your personal data.

All processing of personal data takes place in accordance with current legislation. This means, among other things, that Senab protects your personal data with the necessary measures and that you always have the right to contact us to find out what personal data Senab has stored about you.

You can read more about your rights in this policy. You can also visit [www.datainspektionen.se](http://www.datainspektionen.se) where you can read more about your rights regarding our processing of your personal data.

If you have any questions about our processing of personal data, you are of course always welcome to [contact us!](#)

### **SENAB AB PRIVACY POLICY**

Who is responsible for your personal information?

Senab AB is a Swedish company that is part of the international group Edsbyn SENAB AB where each company is responsible for the personal data that collected and processed by the respective companies. The companies are as follows.

Edsbyn Senab AB (publ), org.nr. 556755–0081, Box 300, 828 25 Edsbyn  
AB Edsbyverken, org.nr. 556040-0755, Box 300, 828 25 Edsbyn  
Edsbyn AS, org.nr. 916242727, Drammensveien 130C, 0277 Oslo  
Senab AB, org.nr. 556299-1447, Box 7164, 103 88 Stockholm  
Senab Concept AB, org.nr. 556876-9193, Box 12112, 402 42 Gothenburg  
Senab Services AB, org.nr. 556110-0396, Box 7242, 103 89 Stockholm  
Senab (Shanghai) Trading Co Ltd, org.nr. 91310115312345438N, Jiu Jiang Rd No.501,  
Dobe Bund Rm. 118, Huangpu Area, Shanghai, 200001, China

**How does Senab receive your personal information?**

Senab collects personal information that you provide to us when you are in contact with us via our website, e-mail, mail, our social media, in your contacts with our employees, when placing orders or in any other way. This can happen, for example, when you are a contact person at one of our customer companies, suppliers or partners such as architectural firms, subscribe to our newsletters or when you are otherwise in contact with us or use our services. We also collect personal data when recruiting.

Senab may also receive personal data from sources other than you if this is necessary for, for example, entering into an agreement such as credit information or for fulfilling other obligations in relation to you.

**What personal data is processed?**

The personal data that Senab may process are contact information such as name, gender, e-mail address, telephone number, position, electronic addresses and address information in general as well as purchases and user-generating data (e.g. click and visit history on our website). Other personal data that may be processed are the date of birth, social security number, account information, response results from customer surveys, CV, personal letter, photos and / or other information that you have provided to Senab or that is otherwise necessary for Senab to be able to fulfill its contacts, commitments and other services to you.

## Why does Senab process personal data about you?

Your personal data may be processed by Senab for, among other things, the following purpose:

- to fulfill our obligations to you when requesting a quote, order placement, delivery and follow-up
- to handle any customer comments and complaints
- to fulfill our other obligations to you
- to enable good service to you by, for example, answering questions such as you ask us
- to contact you, to contact you as a contact person for our partners, such as architectural firms
- to send relevant information and offers about Senab's various services and arrangements both in digital channels and through physical mailings
- keep statistics on social media,
- to send you newsletters,
- to conduct voluntary customer surveys
- to be able to present relevant range and product recommendations, inspiration and other relevant activities and customized news
- to develop our website and its features such as user-friendliness, information and product presentation, functions that are linked to our website
- to use as a basis for invoicing or to be able to charge for our services
- to deal with any payment defaults,
- to comply with legal obligations such as the accounting act,
- to manage and administer customer surveys by keeping statistics in aim to make our services better for as many people as possible and for you
- for internal identification such as contract number, internally or officially customer number,
- to document various events we participate in or organize,
- to handle and administer job applications.

**When does Senab have the right to process your personal data?**

Senab has the right to process the personal data required for the fulfillment of Senab's commitment to you in contractual relations, if you have given consent to the processing or if the processing is considered to be possible in accordance with a legitimate interest in Senab. Senab may also need to process your personal data due to legal obligations in law or regulation.

**Who has access to your personal information?**

Your personal data is used by Senab and its hired suppliers who constitute personal data assistants. Senab does not disclose personal data to other companies or authorities if Edsbyn Senab is not obliged to do so due to agreements, laws, ordinances or government decisions or to protect our rights or the rights of third parties or if the disclosure to third parties follows from our obligations to you. Senab never passes on or sells your personal data for marketing purposes to third parties without your consent.

**Oppose treatment for direct marketing**

You have the right to object to Senab processing your personal data for direct marketing. If you want to oppose direct marketing, you unsubscribe from mailings by clicking on the unsubscribe link in the mailing or by contacting Senab.

**Transfer to third countries**

Edsbyn Senab is admittedly an international group with companies outside the EU / EEA. However, Edsbyn Senab's companies within the EU / EEA do not transfer your personal data to countries outside the EU / EEA unless this is specifically stated in connection with you submitting your personal data to us. When transferring to third countries, Edsbyn Senab always ensures that your personal data is protected by agreements that meet EU requirements under the Data Protection Regulation.

**How long does Senab store your personal information?**

Senab saves your personal data only for as long as is necessary for Senab to fulfill the purpose of the processing in each individual case.

## **What are your rights?**

### *Right of access*

You have the right to request information about what personal data we have stored about you and how Senab processes this personal data. You also have the right to receive a copy of your personal information, a so-called register extract.

### *Correction and deletion*

You have the right to have incorrect personal data corrected and supplemented. You also have the right in some cases to have your personal data deleted, e.g. if they are no longer necessary for the purpose for which they were collected, unless Senab has another legal basis for the processing (such as a legal obligation under the Accounting Act).

### *Objection and restriction of personal data*

You have the right in some cases to object to the processing of your personal data. You also have the right in certain cases to limit the treatment, e.g. if you believe that the personal data is incorrect.

### *Data portability*

Your personal information that you have provided to Senab may be in portable form. This means that under certain circumstances they can be moved, copied or transferred electronically. In such cases, in some cases you have the right to have this personal data transferred to another personal data controller.

### *Consent and revocation of consent*

In some cases, we may request your consent to, for example, publish a photo on social media. If we process your personal data with consent as a legal basis for the processing, you can at any time, with future effect, revoke your consent. The revocation does not affect the legality of the treatment that took place before you chose to withdraw.

### *About request and right of appeal to the Data Inspectorate*

Requests for register extracts, corrections, deletions, objections, restrictions, data portability and requests for revocation of consent are sent to [gdpr@edsbynsenab.com](mailto:gdpr@edsbynsenab.com).

You also have the right to complain to the relevant supervisory authority for the processing of personal data (in the Swedish Data Inspectorate).

**How is your personal data protected?**

Senab is constantly working to take all appropriate technical and organizational measures required in each individual case to protect your personal data and otherwise ensure that the processing takes place in accordance with current legislation. Examples of measures can be mentioned that Senab has routines and authorization restrictions that prevent unauthorized access.

**Cookies**

Edsbyn Senab's website uses small text files, so-called cookies, when you browse our website. You can read more about our use of cookies in our cookie policy at [www.senab.com](http://www.senab.com)

**Updating this Privacy Policy**

Senab makes ongoing changes to this Privacy Policy. A new version will take effect when it is made available on our website [www.senab.com](http://www.senab.com).

**Contact information**

Do not hesitate to contact us if you have any questions about our processing of your personal data. Our contact information for each individual company can be found above and you can also email [gdpr@edsbynsenab.com](mailto:gdpr@edsbynsenab.com).