

Privacy policy Hem Group

Hem Group A/S (mentioned as HG below) does business with many Danish and foreign companies. For that reason, HG stores a large amount of personal data, and we place great emphasis on processing this personal data with care and in accordance with the law.

This Privacy Policy describes what personal data HG collects, the reason and purpose for collecting it and how we safeguard the data collected. Furthermore, you can read about the rights you are guaranteed whenever HG processes your personal data.

What is personal data

Personal data is any information that relates to an identified or identifiable living individual. Personal data includes information such as your name, position, phone number, address, e-mail address etc.

How HG processes your personal data

HG only collects personal data for specified purposes of legitimate interest, meaning that the information collected is necessary in relation to our trade/cooperation. The types of personal data that HG primarily processes is name, phone number, address, CVR nr. and e-mail. If you are a customer, we also collect knowledge about creditworthiness from our credit insurance company or through publicly available portals.

When HG processes your personal information, we inform you about it. How we inform you depends on the specific context, for example, whether you are seeking employment with HG, whether you are a customer, or if you make an inquiry per. email. In all cases, we provide you with this privacy policy, which is attached in the form of an active link in all emails we send back to you in response to your inquiry. The privacy policy is also available on HG's website.

HG ensures that the personal information we process about you is not incorrect or misleading. Therefore, we continuously update your personal information, and we immediately correct personal information that may prove to be incorrect. If you are a customer and find incorrect information on order confirmations and invoices, we kindly ask you to inform us about the changes. You can either contact us at info@hem-group.dk or on phone +47 9753 1444.

Personal information is stored both electronically and physically. The information is stored securely and confidentially, and it will only be persons with an objective need who have legal access to it.

HG has guidelines for when certain types of personal data are deleted. In this way, we do not store your personal data for longer than necessary.

Upon termination of customer relations, we decide whether your information must be deleted. The decision will always be based on current legislation, including among other things The Accounting Act and depends on the nature of the information and the purpose of the treatment. From experience, we know that discontinued relationships are often resumed later on, and with the expectation from the customer that we have historical data such as prices saved from earlier, we therefore in some cases store trading history, but on a closed drive where only the data controller can access.

HG can pass on your personal data to a third party, which assists us in managing our administration, including for instance payroll administration, bookkeeping, hosting of ERP systems etc.

How HG safeguards your personal data

HG safeguards your personal data and has internal rules, routines and checks to ensure data security.

In addition, we ensure that unauthorised persons do not have access to your personal data, for example by limiting access to personal data to relevant members of staff. In order to avoid loss of data we perform regular backups of our data files.

Your rights

Because HG processes your personal data, you have a number of rights under the General Data Protection Regulation. These rights are among others:

- You have the right to obtain access to the personal data HG holds about you
- You have the right to have incorrect personal data corrected
- You have the right to withdraw consent at any time
- In certain cases, you have the right to receive your personal data in a structured, commonly used and machine-readable format and to have this personal data transferred from one data controller to another without hindrance.

You can read more about your rights in the Danish Data Protection Agency's guide on the rights of registrars, which can be found at www.datatilsynet.dk.

This is version 1.0 of HG's privacy policy. On a regular basis HG may update this text with the purpose of specifying the text or correct language-related errors and content. At all times the applicable privacy policy will be available on hem@group.dk