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# Privacy Policy Vilokan Recycling Tech AB

Vilokan strives to ensure that your privacy is protected when you use our services. For this purpose we have a policy in place that sets forth how your personal data is processed and protected. This privacy policy applies to Vilokan's customers. If you are a Vilokan employee, you can find information on how we manage your personal data in our document base.

# Who is responsible for your personal data?

Vilokan Recycling Tech AB is the data controller in relation to personal data processed within the company and by our data processors.

# Where is your personal data stored?

Personal data that we process about you is stored within the European Union. All processing of your personal data is carried out in accordance with applicable legislation.

# What type of personal data do we collect?

We collect personal data needed to provide our customers with the services and products they require. The personal data we process mainly consists of contact information such as name, phone number and address.

# How do we use your personal data?

We use your personal data for the following purposes:

- To process our customer orders.
- To send you notices on delivery status.
- To contact you in case of problems with the delivery of your goods, or to comply with our warranty commitment.
- To answer your questions.
- To send you surveys offering you an opportunity to influence the service and quality we offer.
- To send information or offers and advertisements.

We will save your data for as long as required to fulfil the above purposes or as long as we have an obligation according to law to do so. Your personal data will then be erased.

# Your rights

You have a right, at any time, to request information on the personal data we have about you. If your personal data are incorrect, incomplete or irrelevant, you may request that we rectify or erase the data. We cannot erase your data if there is a statutory storage requirement, such as accounting rules, or where there are other legitimate reasons why the data must be saved.

Vilokan Recycling AB Uddevallavägen 3 452 31 Strömstad Phone: +46 (0)526 187 30 info@vilokan.com www.vilokanvrt.com

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A request to exercise these rights must be made in writing and sent to us at the address below: Vilokan Recycling Tech AB Uddevallavägen 3 452 31 Strömstad

Once we have sent a register excerpt, we will save the request for 12 months.

### Who can access your personal data?

Your personal data will only be processed by relevant departments within the company. Data forwarded to a third party will only be used to provide the above services to you, such as carriers in connection with delivery, craftsmen in connection with assembly. We will never forward, sell or exchange your personal data for marketing purposes to third parties outside Vilokan Recycling Tech AB.

### How do we protect your personal data?

We have taken technical and organisational measures to protect your personal data against loss, manipulation and unauthorised access. We will continuously adapt our security measures in accordance with progress and developments in the technical field.

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