

# **Privacy Policy**

Munkfors Industri AB, AB Munkforssågar, Munkfors Sawmill Support AB, Munkfors Industriteknik AB and Swedev AB

Munkfors Industri AB, AB Munkforssågar, Munkfors Sawmill Support AB, Munkfors Industriteknik AB and Swedev AB believe that your personal data belongs to you. We always aim to respect and process your personal data with due care. When visiting our websites, you shall feel confident that your privacy is respected.

The purpose of this policy is to inform you of the types of personal data we collect when you use one of our websites and the steps we take to protect and safeguard your personal information.

This policy and its principles apply to personal identifiable information we ask for and that you provide. By this we mean information that directly or indirectly identifies you, such as your name, physical address, e-mail address, IP number or other contact details.

We aim to process personal data that is adequate, relevant and not excessive in relation to the purpose for which it has been collected. We believe in being transparent about the types of personal information and why we collect your information. We only collect and process personal information where we have lawful grounds to do so.

## **Privacy laws**

On request, we will provide you with further information regarding our processing and protection of your personal data when visiting our websites or communicating with us through other channels. Please see the contact section below.

## **Personal data collection**

We hope the following information will help you make an informed decision about sharing your personal information with us. You are always free to decide if you want to provide your personal identifiable information or not.

## **Just visiting our website**

By accessing and browsing our websites and most other services, we do not require personal identifiable information. We may collect limited non-personal identifying information your browser makes available whenever you visit a website. For example, your Internet Protocol address, browser language, geographical location data, date and time, and cookies. We use non-personal information to better understand user experience and interaction with the sites and to further improve our offerings and services.

## **Connect for business**

Where you request to receive newsletters, marketing and promotional material, general information or connect with us online, we may (depending on type of contact you request) collect the following personal identifiable information, for example:

- Contact details (e-mail, address, phone, professional title or role), company name, gender and language preferences
- Event, meeting (including feedback about content and services at events you attend through surveys), travel information

Where connecting on social platforms, we may also collect information you submit or post to and from our services.

We may also collect information from business partners, from third parties acting on your behalf, and other platforms that help provide services. For example, we may receive meeting data from an event registration provider.

We use your personal identifiable information to provide you with the requested services and may send you marketing and promotional material relevant to you, including invites to events and seminars, product and service offerings, to keep in contact and to provide you with news, updates and other business-to-business related information relevant to you.

You may at any time ask us to delete your personal identifiable information. Please contact us at: [gdpr@munkfors.com](mailto:gdpr@munkfors.com)

## **AB Munkforssågar is responsible as controller**

AB Munkforssågar, headquartered in Munkfors, Sweden, is the data controller of personal information collected via our website and which you entrust to us. We always aim to comply with the General Data Privacy Regulation and other applicable data privacy laws. If you have any complaints relating to our handling of your personal identifiable information that cannot be resolved with us directly, please contact the Swedish Data Protection Authority at [datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se)

## **Legal grounds for collection and processing of personal data**

Depending on what services you request from us, we only process your personal identifiable information where we have legal grounds to do so. Where we require your consent to collect and process your personal data, the request form will be provided in a clear, specific and expressly manner.

If we have asked for your consent, it can always be revoked at any time by contacting us and we will not use or process your personal identifiable information any more.

## **Sharing of information**

As a general rule, we never rent or sell your personal identifiable information to other companies or individuals.

## **Security measures**

We aim to implement appropriate technical and organisational measures to protect your personal data against accidental or unlawful destruction, accidental loss or alteration, unauthorised disclosure or access and any other unlawful forms of processing. We aim to ensure that the level of security and the measures adopted to protect your personal data are appropriate for the risks presented by the nature and use of your personal data.

We restrict access to your personal data to our employees who need to use the information in order to process it on our behalf, and who are contractually required to keep your personal data secure and confidential.

## **Updating your information**

Where we process your personal data, we aim to ensure that it is accurate and up-to-date. We will seek to erase or rectify personal data that is inaccurate or incomplete. If you need to update or correct your personal identifiable information, please contact us at: [gdpr@munkfors.com](mailto:gdpr@munkfors.com) with your request and we will provide you with the mechanism for updating and correcting your personal identifiable information.

## **Retention**

We will only retain your personal data for as long as it is necessary to fulfil the purposes outlined in this policy or the purposes of which you have otherwise been informed. We will retain your data for as long as permitted under applicable legal grounds, after which it will be deleted.

If our legal grounds rely on your consent, you may revoke your consent at any time. Where you have exercised your right to withdraw your consent, we may be required to keep your personal identifiable information for a defined period in order for us to meet our legal obligations and defend ourselves in legal disputes under certain circumstances.

## **Links to third party sites**

Services may include links to other websites whose privacy practices differ from ours. These external sites may place their own cookies on your computer, collect data or solicit personal information. If you submit personal information to any of those sites, your information is governed by their privacy policies. We do not exercise any control, or assume any responsibility for these sites, and we encourage you to carefully read the privacy policy of any website you visit.

## **If you send an e-mail to us**

This policy also applies if you send us an e-mail. We save e-mail if it is applicable regarding the legal grounds.

## **Your rights as an individual under this policy**

Since we process your personal data you can exercise certain rights during specific circumstances.

In relation to your Personal data you may request to:

- Access your personal data (data subject access request)
- Rectify your personal data
- Erase your personal data
- Restrict the processing of your personal data
- Object to the processing of your personal data
- Withdraw your consent

All requests must be made in writing and be signed by you, and include information on name, address and, preferably, your e-mail address to verify your identity. Where the applicable law provides for an administrative fee for complying with such a request (including frivolous or excessive requests) such a fee may be charged by us.

All valid requests will be dealt with in a prompt and proper manner and we will respond within no less than 30 days upon receiving your request.

To make your request, please contact us at: [gdpr@munkfors.com](mailto:gdpr@munkfors.com)

If your request has been denied for the stated reasons, you may file a complaint to the local data protection authorities in the jurisdiction of the office in which the services are being provided.

### **Changes to this notice**

Munkfors Industri AB reserves the right to revise and alter this policy from time to time. We expect most such changes to be minor, but there may be changes that are more significant. The date of the last modification is stated at the end of this document.

We will post those changes on this page and we will also provide a more prominent notice if the changes are significant. Each version will be noted at the top of the page.

**Contact**

If you have any additional questions or wish to exercise your rights, please feel free to contact us any time at: [gdpr@munkfors.com](mailto:gdpr@munkfors.com)

**Version**

This policy was updated on June 25th 2019.