Privacy Policy

The Processing of Personal Data
Our objective and intention is that you will be able to feel safe and secure when you provide your personal information to us at GRANULDISK AB. All processing of personal data is based on the provisions and requirements of the European Union’s General Data Protection Regulation (GDPR).

Data Controller
GRANULDISK AB is the data controller, pursuant to the GDPR, for the processing of personal data held by the company that takes place. GRANULDISK AB is responsible for the processing that takes place on the GRANULDISK AB websites.

When does the processing of personal data occur?
GRANULDISK AB processes your personal information when you:
• order publications,
• sign up for our newsletter subscription service, or other similar services,
• look for an open position, register your interest in employment, or apply for employment with us,
• otherwise seek contact with us.

Data Registered
When individuals place orders or make registrations, their name, address, telephone number and e-mail address is registered. When representatives of a company place orders or make registrations the name of the company’s contact persons, their position and the department they are from, well as their address, telephone number and e-mail address to the workplace, is registered.

In other situations, the data you have chosen to provide is registered. GRANULDISK AB’s seeks to avoid registering civil identification numbers (social security numbers) and sensitive personal data such as racial or ethnic origin, political opinions, religious or philosophical beliefs, membership in trade unions, health matters and sex life. If you do provide such information, for example, prior to a seminar that you have a food allergy/intolerance and want or want to avoid certain foods, we presume that you want the information to be registered with us.

The purpose of the processing of personal data
When you register for our courses and seminars, or order publications or newsletters via our website, by telephone or mail, you become a customer of ours. The personal information you provide is registered in our customer database and is used for the processing of providing...
the services and products that have been ordered. The information may also be used for marketing purposes as well as for follow-ups.

When you look for an open position with us, submit an expression of interest regarding employment with us, or apply, participate in surveys and provide information for “benchmarking” or tell us you want to be contacted by us, we use your personal information only for the purpose for which you provided it.

Disclosure of personal data to others

With orders and registrations, the information recorded in the customer database may be disclosed to third parties, in other words to individuals or companies outside of GRANULDISK AB, to the extent necessary to be able to administer the participation in a course or seminar, or to process and fulfill the order. This also applies when you look for an open position, submit an expression of interest regarding employment, or apply for a job with us, participate in surveys and provide information for “benchmarking,” or tell us you want to be contacted by us.

In all of the above-mentioned situations, GRANULDISK AB is the “data controller” responsible for the personal data and the contractors GRANULDISK AB uses are the “data processors”. The data processors are obligated to comply with GRANULDISK AB’s instructions and are not entitled to disclose your personal information to any other parties or to use them for any purposes other than those encompassed within GRANULDISK AB’s instructions. The data processors are also required to take certain technical and organizational measures to protect your personal data.

Finally, personal data may also be disclosed in the event this is required by law, regulation or a decision of a governmental authority.

How long is the information retained?

We retain the personal data for as long as necessary in order for us to be able to fulfill our commitments, i.e. provide the service, product or training, invoices, deal with complaints or claims, etc. If you have consented to that your contact information will remain in our customer database for marketing purposes even after the customer relationship has ended, it will remain in the database until you tell us that you want the information deleted.

Contacts

If you have any questions concerning the processing of personal data within GRANULDISK AB, please contact us via e-mail: privacy@granuldisk.com

Registry extracts and corrections

You are entitled to obtain, once a year without cost, information about the personal data concerning you that is being processed by GRANULDISK AB. In such case, make your request in writing to the Data Protection Officer (for the address, see above). If in your
opinion some information about you is incorrect or misleading, you can contact the Data Protection Officer and make a written request for a change.

**Identification of Visitors— cookies and logs**

Our website and digital sales tools uses “cookies.” As you may know, “cookies” are small text files that are stored on your computer and among other uses, they are used to saving individualized settings and make it possible to monitor what visitors do on the website. There are two different types of “cookies.” One is “session cookies,” which are used during the time the visitor is active on the website. These cookies are only stored temporarily on the visitor's computer, and are deleted automatically when the user closes their web browser. The other is “persistent cookies.” These are used to tell the visitor what happened on the website since they last visited the site, and to be able to identify returning users and remember the information provided previously.

The initial settings for most browsers are set to accept cookies. However if you do not want cookies to be stored in your computer, you can set your browser to notify you when it receives a cookie. At that point you can decide for yourself if you want to accept it or not.

GRANULDISK AB prepares statistics relating to the number of visits and visitors, number of times each individual page is read, which URLs the visitor is coming from, and which search engines and keywords are used to reach our website. The purpose of all this is to give us an understanding of how we can improve our site and your experience as a customer. In this way we collect information about the domain name, web browser and operating system, the time when you entered our website and if you came via a link, what link. This information is not be disclosed to third parties.

**Security**

There is always a risk involved with the submitting of personal information via the Internet. No technology system is completely protected from intrusion. However GRANULDISK AB has taken all reasonable technical security measures that are required in order to protect personal data against unauthorized access, alteration or destruction.

Malmö, 25 May 2018

Johan Molander  
Data Protection Officer of GRANULDISK AB