

# Incendium Privacy Policy

## 1. Protecting your personal data

INCENDIUM A/S values your privacy, and we therefore put a great effort into protecting your personal data. This privacy policy explains and clarifies how we, as a data controller, treat our customers and relations personal data according to the General Data Protection Regulation (GDPR).

This policy will apply in situations where INCENDIUM A/S treats personal data.

## 2. What is personal data?

Personal data is any information that can identify a person, directly or indirectly, by reference to details such as a name, an identification number, location data, or other online identifiers.

## 3. Categories of personal data that we collect

The personal information that we gain is data that you actively provide to us by filling in different types of forms. When ordering products and services, signing up for our events and seminars, looking for vacant posts or submitting spontaneous applications, we may ask you to fill in forms where you provide us with your personal data.

## 4. Use of personal data

We process your data within the constraints of relevant legislation and will use the types of information about you, for the purposes that is clearly specified at registration. We only use personal data about you that is relevant and sufficient for the purposes specified. In cases where we believe that you have a legitimate interest in receiving a certain kind of information based upon the given data, we reserve the right to send you this information. Information sent on basis of legitimate interest will always undergo a case-by-case assessment to make sure the action is compliant with relevant legislation.

We do our best to check that personal data processed about you is not inaccurate or misleading and to make sure to update data

when needed. We request that you make any relevant changes to your personal data, which either can be done when you receive information from us, or by using the contact information below to advise us of any changes.

## 5. Storage of personal data

We have internal security regulations that protect your data against being destroyed, lost or illegally obtained. In case of a breach resulting in illegal obtaining of personal data, we will inform those involved within 24 hours, and present what we will do to limit the harm that it may inflict. We will delete your personal data when they are no longer required for the purpose of which they were originally collected, processed, and stored, and when you officially require us to delete your personal data, we will do so within 3 months. If we have not been in contact with you for more than 12 months, we reserve the right to delete the personal information based upon relevancy or ask if you would still like to receive information from us.

## 6. Sharing of personal data

We do not sell, trade or otherwise transfer your personal information to third parties. Exceptions are trusted third parties that help us to conduct our business, deliver the goods you order or provide service, as long as these parties agree to keep the information confidential and not use it for other purposes than those agreed upon. Information we collect can be stored and processed and transferred between all the countries in which we operate to use the information in accordance with the Privacy Policy. However, INCENDIUM A/S will not transfer the personal data you provide us to countries outside the European Economic Area (EEA) without explicitly informing you about that transfer.

## 7. Purpose with processing of personal data

The purpose of processing the information we collect from you, is first and foremost to give you a more personalized experience. The information we ask for, helps us to accommodate individual needs. Secondly, this information helps us make sure to give effective customer experience and support, and that all transactions between us are thorough and effective. Lastly, this information helps us

to improve communication, as the e-mail address provided, can be used to send you information and updates about your order, company news, updates, information about other similar products and services, INCENDIUM A/S's events and newsletters etc.

#### 8. Responsibility of information sent out based on personal data

INCENDIUM A/S's responsibility for information sent out to the persons in our database is restricted to communication between INCENDIUM A/S and the receiver. INCENDIUM A/S does not take responsibility for any forwarded information conducted by third party, or any other communication, with INCENDIUM A/S as original consignor, that is sent to secondary receivers. In occurrence of confidential information, we will inform the receiver to uphold this.

#### 9. Cookies

Cookies are small files that a web site or service provider sends to the hard disk of your computer through the browser (if you allow) and which causes the site to recognize your browser and can retrieve and remember certain information. We use cookies to execute some essential functionalities and improve the user experience on our homepage.

You can turn off cookies in your browser, and / or delete stored cookies in your web browser. Note that blocking cookies may affect the functionality of the site.

#### 10. Changes to our privacy policy

INCENDIUM A/S reserves the right to update or change this Policy at any time and you should visit our website (<https://incendium.dk>) regularly to obtain the latest version.

#### 11. Your personal rights

You have the right to be told at any time which data about you that we process, where they come from, and how we use them. If you believe that the personal data about you that we process are inaccurate, you have the right to have them corrected. You must then contact us and advise us of the nature of the inaccuracy, and how it may be corrected.

If you consider that your data is no longer necessary in relation to the objective for which they were collected, you can request its removal. You can also contact us if you believe that your personal data is being processed in in contradiction to legislation or other legal obligations. When you contact us with a request for change of your personal data or with any other objection, we will check that the conditions are met, after which we will carry out any changes or deletions etc. as quickly as possible.

You can exercise your rights by contacting us. You can find our contact information below.

#### 12. How to contact us

If you have any questions regarding this privacy policy or our processing of personal data, or want to contact us regarding your personal data, please contact us via [info@incendium.dk](mailto:info@incendium.dk).