

## Privacy statement for TOPRO INDUSTRI AS

Dear customer and visitor to our website. It is important to us that you can trust that all your personal information is safe with us. TOPRO INDUSTRI AS spend a lot of time ensuring that your and your customers' privacy is protected and safeguarded. We use Adminkit so that we have the opportunity for an accurate and conscientious assessment of how we use your personal information.

All personal data we hold on you is data you've given us yourself. This could also include data we've received from public organisations, in order to deliver the services you are entitled to. We use no other data than is strictly necessary to carry out our work. We don't share your personal data with anyone other than our suppliers, who need this data to carry out their duties towards you, and to public organisations that request access to your data. In such cases, your data is secured by our data processing agreement. We don't keep your details for any longer than is necessary.

**This is the data we can collect; purpose, legal basis, which data and retention time after last interaction.**

Purpose	Legal basis	Data kind	Deleted after
Analytics	Art. 6.1.b	IP addresses	10 year
Analytics	Art. 6.1.b	IP addresses	14 months
Design	Art. 6.1.b	Name, Customer number & Address, Address	5 years
File-sharing	Art. 6.1.b, Art. 9.2.a	Name, Email address, Address, Date of birth, Telephone number, Account number, Video/images, Sensitive information, Health conditions	As long as it is needed
Keeping financial records	Art. 6.1.c	Email address, Name, Salary payment is visible on small departments	As long as registered in M3, visible here.
Quality management system	Art. 6.1.a, Art. 9.2.a	Name, Email address, Telephone number, Address, Video/images, Sensitive information, Health conditions	Need to set a date for deleting of employee and customer data

Purpose	Legal basis	Data kind	Deleted after
Questionnaires	Art. 6.1.b	Name, Email address, Telephone number, Address, IP addresses, Account number	As long as it is needed
Sales and customer registry	Art. 6.1.b	Name, Telephone number, Email address, Address	10 years
Social media platforms	Art. 6.1.f	IP addresses	180 days
Web pages	Art. 6.1.b	Name, Email address, Telephone number, Address	10
Web pages	Art. 6.1.b	Name, Telephone number, Email address, Address, IP addresses	10 year

**We have secured your personal data through data processing agreements, where applicable. Where we have to transfer data to a third country when this is necessary to deliver the service, this is secured with an SCC.**

### Your rights.

As a customer, you have rights regarding your personal data and how we process this. The data privacy law gives you the following rights:

If we've collected your data with your consent, then you may withdraw your consent at any time. Please contact [privacy@topromobility.com](mailto:privacy@topromobility.com) to request this.

- The right to see your personal data
- The right to ask for corrections. If something is wrong, we'll correct this.
- The right to be deleted. This can be affected by our duties in relation to the accounting law, as we aren't able to delete information before we've carried out our duties
- The right to limit what we collect. Have we collected too much information? Let us know!
- The right to data portability. Do you wish to move your personal data? We can arrange this
- The right to protest. If you disagree with how we use your data, then let us know
- The right to complain. You also have the right to complain to the Data Protection Authority. The link is here:

<https://www.datatilsynet.no/en/about-us/contact-us/how-to-complain-to-the-norwegian-dpa/>

If you have questions related to your personal data, please contact:

Ingrid Lonar

privacy@topromobility.com