Privacy Statement

Your privacy is important to us. In this privacy statement, you will find information about how we process personal data, which data we process, why we process it, how long it is stored, and what rights you have.

COLLEGIUM REVISJON AS is the data controller for the processing of personal data described in this privacy statement.

Our processing of personal data

We process personal data when it is necessary for our business and when there is a valid legal basis for processing under data protection legislation.

Which personal data we process depends on your relationship with us. The data may be provided directly by you, arise as a result of your relationship with us or your use of our services, or be obtained from other sources.

Below you will find an overview of our processing of personal data and the applicable legal bases:

Processing activity	Legal basis	Personal data	Retention period
Registering PEPs	Art. 6.1.d, Art. 6.1.f, Art. 9.2.g	Telephone number, Next of kin information, Name, Political preference, Address, Sensitive/ special information, Email address, National identity number	5 years
Email	Art. 6.1.b, Art. 9.2.b	Telephone number, Union membership, Date of birth, Name, Account number, Address, Email address, National identity number, Sensitive information	5 years
Physical archives	Art. 6.1.b, Art. 9.2.a	Telephone number, Union membership, Date of birth, Name, Account number, Address, Email address, National identity number,	5 years

Processing activity	Legal basis	Personal data	Retention period
		Sensitive information	
Applications and CVs	Art. 6.1.b	Telephone number, Date of birth, Video/ images, Name, Address, Email address	2 years
Årsoppgjør for kunder	Art. 6.1.c	Telephone number, Name, Address, Email address, National identity number	10 years
Revisjon	§6, Art. 6.1.c	Telephone number, Union membership, Sensitive information about an employee, Name, Account number, Address, Email address, National identity number	10 years
Receiving payment	Art. 6.1.b	Telephone number, Name, Email address	5 years

We do not store personal data longer than necessary for the purpose of the processing. However, data may be stored longer if required by law or if necessary to establish, exercise, or defend legal claims.

Who do we share personal data with?

We may share personal data with suppliers, business partners, and other recipients when this is necessary for the purpose of the processing and there is a valid legal basis for the sharing.

When a supplier processes personal data on our behalf as a data processor, we enter into a data processing agreement in accordance with data protection legislation. The data processor processes the personal data according to our documented instructions and within the framework of the data processing agreement.

We may also disclose personal data to public authorities when we are legally obliged to do so or when there is another valid legal basis for the disclosure.

Transfer of personal data outside the EEA

If personal data is transferred to recipients outside the EEA, we ensure that the transfer takes place in accordance with Chapter V of the General Data Protection Regulation (GDPR).

Transfers may, among other things, be made to recipients in countries that the European Commission has decided provide an adequate level of protection. For US businesses certified under the EU-U.S. Data Privacy Framework, the transfer may take place on the basis of the European Commission's adequacy decision.

If the transfer is not covered by an adequacy decision, we may, among other things, use the European Commission's Standard Contractual Clauses (SCC) as the basis for the transfer. Where necessary, we assess and implement additional measures to ensure an adequate level of protection.

Your rights

When we process personal data about you, you have rights under data protection legislation. Which rights apply depends, among other things, on the purpose of the processing and the legal basis used.

Depending on the circumstances, you may have the right to:

- **Access** - You can request information about which personal data we process about you and receive a copy of the data.
- **Rectification** - You can request that inaccurate or incomplete personal data be corrected.
- **Erasure** - In certain cases, you can require that personal data about you be deleted. The right to erasure does not apply if the processing is still necessary for reasons set out in data protection legislation, for example to fulfill a legal obligation or to establish, exercise, or defend legal claims.
- **Restriction** - In certain cases, you can require that the processing of your personal data be restricted.
- **Data portability** - When the conditions in data protection legislation are met, you may have the right to receive personal data you have provided to us in a structured, commonly used, and machine-readable format, and to have the data transferred to another data controller.
- **Objection** - In certain cases, you can object to the processing of your personal data.
- **Withdraw consent** - If the processing is based on consent, you can withdraw your consent at any time. This does not affect the lawfulness of the processing that took place before the consent was withdrawn.

If you believe that our processing of personal data violates data protection legislation, you have the right to lodge a complaint with the Norwegian Data Protection Authority (Datatilsynet). Information on how to proceed can be found on the Data Protection Authority's website.

Contact information

If you have questions about how we process personal data, or if you wish to exercise your rights, you can contact us here:

Contact: COLLEGIUM REVISJON AS

Email: vidar@collegium.no