



SKANDINAVISKA  
GASPRODUKTER

## Processing of personal data

### **Purpose**

We protect your privacy. You should feel safe when you entrust us with your personal data. We comply with data protection legislation and internal rules for practical handling.

The purpose of this policy is for you to know how we process your personal data, what we use it for, who may access it and under what conditions, and how you can exercise your rights.

### **Background**

We process your personal data only for specific and explicitly stated purposes and we always strive to use the least privacy-sensitive data. We may need your personal data to fulfil agreements or laws and to perform customer and market analyses. We may also need your personal data to provide you with good service, for example in terms of marketing, follow-up, and information.

### **Guidelines**

We process personal data only when we have a legal basis.

Here are examples of personal data that we process:

- Name
- Address
- Email address
- Telephone number
- Data that you have registered yourself and voluntarily
- Content that you yourself publish so-called user generated content

### **How do we get access to your personal data?**

In the cases where it is required and appropriate, otherwise your consent will be obtained before we start processing your personal data. You have the right to withdraw your consent at any time. We will then no longer process your personal data or obtain new ones, provided that it is not necessary to fulfil our obligations according to agreement or law. When we enter into an agreement, you also consent to us processing your personal data.

We also get access to your personal data in the following ways:

- Data that you provide us directly
- Data recorded when you visit our website
- Information we receive from public records
- Data that we receive when you hire one of our employees
- Data that we receive when you respond to surveys



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### **What information do we give you?**

When we collect your personal data for the first time, we will inform you about how we obtained the personal data, what we will use it for, what rights you have according to data protection legislation and how you can take advantage of these. You will also be informed of how you can contact us if you have questions or need to submit a request or inquiry relating to your personal data and/or rights. If you have questions about which personal data we store, if you want to update or delete this data or if you have other questions regarding our handling of personal data, please contact us at [info@gasprodukter.se](mailto:info@gasprodukter.se) alt. +46 (0)8-790 00 70.

### **Is your personal data processed in a reassuring manner?**

We develop routines and working methods to ensure that your personal data is handled securely. The starting point is that only personnel within our organization who need the personal data to perform their duties should have access to it.

Personal data is only kept for as long as there is a need to keep it to fulfil the purposes for which the data was collected.

Our security systems are developed with your privacy in focus and protect to a very high degree against intrusion, destruction and other changes that may pose a risk to your privacy.

We do not transfer personal data in cases other than those expressly stated in this policy.

### **When do we release your personal data?**

Our starting point is not to disclose your personal data to third parties if you have not consented to it or/and it is not necessary to fulfil our obligations according to agreements and the law. In cases where we disclose personal data to third parties, we draw up confidentiality agreements and ensure that the personal data is processed in a reassuring manner.

### **Responsibility**

Skandinaviska Gasprodukter AB is responsible for personal data, which means that we are responsible for how your personal data is processed and rights are exercised.

### **Contact details:**

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