

## Privacy policy

### We take your data protection seriously

We process personal data and have therefore adopted this privacy policy which tells you how we processes your data.

To protect your personal data in the best possible way, we continuously assess how high the risk is that our data processing adversely affects your fundamental rights. We are particularly aware of the risk of you being discriminated against ID theft, suffers financial loss, loss of reputation or data confidentiality.

When the decisions we need to make depend on us being able to process sensitive personal data, biometric information or information about criminal offenses about you; we conduct an analysis of the consequence

of the data processing for your privacy. The impact assessment is carried out before we start treatment your personal data.

#### Contact Information

Rigtools ApS is the data controller in this case, and we ensure that your personal data is processed in accordance with the law.

Contact Information:

Contact person: IT Coordinator Richard Brown Address: Haraldsvej 45, 8960 Randers SØ

CVR: 32894909

Phone no.: +45 22310090

Mail: <u>info@rigtools.net</u>

Website: <u>www.Rigtools.net</u>

#### We ensure fair and transparent data processing

When we ask you to make your personal data available to us, we inform you of what data we process about you and for what purpose. You will receive information about this at the time of collection of your personal data.

We do not collect information from other parties.



## Processing of personal data

### We use this type of data about you

We use data about you to make our service better and ensure quality in our products and services as well as in ours contact with you.

The data we use includes:

- Name
- Address
- phone number
- e-mail

### We collect and store your personal data for specific purposes

We collect and store your data in connection with certain purposes or other lawful business purposes. It happens when we need to:

- Processing of your purchase and delivery of our service
- Fulfillment of your request for products or services
- Compliance with legal requirements

We may need to use your personal data for a purpose other than that for which it was collected. Unless you have given consent to such a new use, we investigate the original purpose of the collection of your data to ensure it is compatible with the new purpose. We assess, for example, the sources from which your data originates and whether it is common or sensitive information we need to use. We also assess whether the use of your data for the new purpose will have negative consequences for your freedom of action.

### We only process relevant personal data

We only process data about you that is relevant and sufficient for the purposes defined above. The purpose is crucial to the type of data about you that is relevant to us. The same goes for the scope of the personal data we use. For example, we do not use more data than we need for the specific purpose.

Before we process your personal data, we investigate whether it is possible for us to minimize the amount of data about you. We also examine whether some of the data types we use can be used in anonymized or pseudonymized form. That we can do so if it does not adversely affect our obligations or the service or services, we offer you.

### We only process necessary personal data

We collect, process and store only the personal data that is necessary in relation to fulfilling our stipulated purpose. In addition, it may be determined by law what type of data is required to be collected and store for our business operations. The type and extent of personal data we process may also be necessary to fulfill a contract or other legal obligation.

We want to make sure that we only process personal data that is necessary for each of our specific purposes.

Therefore, it is embedded in our IT systems that only the amount of data needed is collected. It is secured automatically that the scope of treatment is not unnecessarily large and the storage time is not too long. To protect you from unauthorized access to your personal data, we also use solutions that automatically ensures that data is only available to relevant employees.



### We check and update your personal data

We ensure the personal data we process about you is not incorrect or misleading. We also make sure to update your personal data on an ongoing basis.

As our service depends on your data being correct and up to date, we ask you to inform us of relevant changes in your data. You can use the contact information above to let us know your changes. To ensure the quality of your data, we have adopted internal rules and established procedures for checking and updating your personal data.

#### We delete your personal data when it is no longer needed

We delete your personal data when they are no longer needed for the purpose that was the reason for our collection, processing and storage of your data.

# We obtain your consent before we process your personal data

We obtain your consent before we process your personal data for the purposes described above, unless we have a legal basis to obtain them. We inform you of such a basis and of our legitimate interest in our processing your personal data.

Your consent is voluntary and you can withdraw it at any time by contacting us. Use contact information above for more information.

If we want to use your personal data for a purpose other than the original, we will inform you of the new purpose and ask for your consent before we begin data processing. If we have another legal basis for the new one process, we will inform you of this.

### We do not pass on your personal data without your consent

We do not pass on personal data to third parties.

We do not pass on your personal data to third parties in third world countries.

## Security



# We protect your personal data and have internal rules on information security

We have adopted internal rules on information security, which contain instructions and measures that protect your personal data against being destroyed, lost or altered against unauthorized disclosure and against unauthorized persons gaining access or knowledge of them.

We have established procedures for granting access rights to those of our employees who deal with sensitive personal data and data that reveals information about personal interests and habits. We check their actual access through logging and supervision. To avoid data loss, we regularly back up our data sets. We also protect the confidentiality and authenticity of your data using encryption.

In the event of a security breach that results in a high risk for you of discrimination, ID theft, financial loss, loss of reputation or other significant inconvenience, we will notify you of the security breach as soon as possible.

### Use of cookies

### Cookies, purpose and relevance

The website uses cookies, with the aim of improving the user experience. Technical cookies from the website provider are also used to prevent and track various hackers and congestion attempts.



## Your rights

### You have the right to access your personal data

You have the right to be informed at any time what data we process about you, where it comes from and what we use it to. You can also find out how long we store your personal data and who receives data about you in and to what extent we pass on data in Denmark and abroad.

If you request it, we may inform you of the data we process about you. However, access may be restricted for the protection of the privacy of others, for trade secrets and intellectual property rights.

You can make use of your rights by contacting us. You will find our contact information at the top.

# You have the right to have inaccurate personal data corrected or deleted.

If you believe that the personal data we process about you is inaccurate, you have the right to have it corrected. You must contact us and inform us of what the inaccuracies consist of and how they can be corrected.

In some cases, we will have an obligation to delete your personal data. This applies, for example, if you withdraw your consent. If you believe that your data is no longer necessary for the purpose for which we collected it, you can ask to have it deleted. You can also contact us if you believe that your personal data is being processed in violation of the law or other legal obligations.

When you contact us with a request to have your personal data corrected or deleted, we investigate whether the conditions are met, in which case implement or delete as soon as possible.

# You have the right to object to our processing of your personal data.

You have the right to object to our processing of your personal data. You can also object to our disclosure of your data for marketing purposes. You can use the contact information at the top to send your objection. If your objection is justified, we will make sure to stop processing your personal data.

You have the right to receive the personal data you have made available to us and those we have collected about you from other actors on the basis of your consent. If we process data about you as part of a contract to which you are a party, you may

also get your data sent to you. You also have the right to transfer this personal data to another service provider.

If you wish to exercise your right to data portability, you will receive your personal data from us in a commonly used format.

If you wish to access your data, have it corrected or deleted, or object to our data processing, we will investigate whether this is possible and give you an answer to your inquiry as soon as possible and no later than one month after we have received your inquiry.