

INFORMATION TO CUSTOMERS ON PERSONAL DATA

Revised most recently on 01.05.2018

General information

In fulfilling our obligations under the contract between you and our company Dan Decor A/S, CVR No DK16398586, we collect personal information on you.

In this document, we set out our guidelines for the processing of personal data in connection with our endeavours to fulfil our contract.

The guidelines are based on the EU General Data Protection Regulation, which comes into force in Denmark on 25 May 2018, and the most recent Danish Act introducing supplementary provisions for the processing of personal data, which supplements the provisions of the General Data Protection Regulation and the existing Danish Act on the Processing of Personal Data (referred to jointly as "current legislation").

Below, we describe the data collected, to include how it is processed, what it is used for, who has access to the data and whom you may contact, if you have questions or objections relating to the data collected.

Which personal data is collected

We ask for your general contact information when you enter into a contract with us. Primarily, this consists of information such as name, address, post number, telephone and mobile telephone numbers, email address, etc. Information relating to the name, address, etc. of public or private limited companies is not information related to a physical person and is therefore not governed by the General Data Protection Regulation.

The personal data collected by us is used to identify you as a customer and is required for us to be able to provide the services, which you have bought from us in accordance with our contract.

The personal data collected by us in connection with the fulfilment of our contract is stored in our IT system and/or in a physical register.

How long do we store personal data

How long we store personal data depends on the duration of your contract with us.

When you purchase goods or services from us, we require your personal data as documentation until the goods or services are delivered and paid for and any cooling-off period has expired.

In the course of the ongoing contractual relationship, the data we have collected on you and your company is stored in our IT system, after which the personal data is put into archive.

As a general rule and pursuant to current legislation, your personal data will be stored by us for a period of five (5) years from the end of the financial year, to which the material relates. In other

words, if our contract with you expired in November 2017, we are obliged under current legislation to store the data until at least the end of 2022 as our financial year follows the calendar year. When the personal data is no longer relevant, and we are no longer obliged to store it, all personal data on you and your company is erased.

What do we use the personal data for

The personal data on you and your company, which is collected by us in connection with our fulfilment of our contract, is primarily used for general customer administration, to include, for example, fulfilling the agreement you have entered into with us, the delivery of goods and/or services and forwarding our invoice to you.

Generally, the data will not be transferred to a third party. However, your general contact information is transferred to our collaborative partners, if we need their assistance in fulfilling our contract with you.

We only permit any other transfer of your personal data if this is permitted on an exceptional basis by current legislation.

The right to access your personal data

As our customer, you have the right to require our confirmation whether any personal data relating to you is being processed by us and, if so, the right to access the personal data registered.

Moreover, you have the right to request and receive personal data on you, which you have given to us (data portability). Additionally, you have the right to object to our processing of your personal data.

The right to rectify your personal data

You have the right to require that we rectify any incorrect personal data on you without any undue delay.

The right to erasure of personal data

You have the right to have your personal data erased by us without undue delay unless we have a continued legitimate interest in storing your personal data.

However, we would like to draw your attention to the fact that if we are required by current legislation to store your personal data, you are not entitled to require that your personal data is erased.

The protection of personal data

Pursuant to current legislation, your personal data must be stored in a safe and confidential manner. We store the personal data in our IT system.

Our security measures are checked on an ongoing basis to determine whether our processing of personal data is handled in a safe manner and with consideration to your rights as our customer.

Changes to the processing of personal data

We reserve our position on the storage of and amendments to these guidelines for the processing of personal data. If the guidelines are amended, the date of the most recent revision of the guidelines will be changed. These guidelines will be reviewed and amended once every year, if required.

If any significant changes are made to the fulfilment of our contract, we shall provide you with notice of this by providing you with an addendum to our contract.

Contact

If you wish to access the information we have registered on you, please contact Charlotte Madsen by email at cbm@dandecor.dk.

If the wrong data is registered, or if you have any other objections, please also direct your enquiry at Ms Madsen.

If you wish to file a complaint on our processing of your personal data, please send this to:

Datatilsynet/The Danish Data Protection Agency
Borgergade 28, 5
1300 Copenhagen K
Telephone: 33 19 32 00
Email: dt@datatilsynet.dk