

Data Protection Policy - Interverbum Technology

Introduction

Interverbum Technology AB is committed to protecting our employees' and associates integrity and we take the responsibility for protecting your personal data very seriously. We will endeavor to be clear and transparent about what personal data we collect and how we use it.

This policy describes the following:

What personal data ("personal information") we collect and handle in our relationship with you as an employee or associate,

- where did we get data from,
- what we do with that data,
- how we store the data,
- who we transfer / share the data with,
- how we handle your rights to the protection of your personal data
- how we follow the data protection regulations.

All personal data is collected and processed in accordance with Swedish and EU data management legislation.

Data Controller

Interverbum Technology AB (also known as "we", "us", "our" or "InterverbumTech" in this policy) is the Data Controller of all personal information collected and used by InterverbumTech employees in accordance with the regulations set down by the Swedish Data Protection Authority (Datainspektionen). InterverbumTechs home office is registered in Stockholm, Sweden with the organizational number 556570-4920.

What personal data we collect and how it is used

Personal data is any and all information that directly or indirectly (ie, together with other information) can be linked to you; eg. name, image, social security number, and purchase or billing history.

We will always process your personal data using applicable data protection laws. This means that each process has a so-called legal basis. Most processes are performed to enable us to provide a service, ie. fulfill a contract with you or because we have a legal obligation.

When you sign an employment contract or otherwise engage in business with us, we process:

- Information you provide to us, such as name, social security number, payment details, telephone number, e-mail address and other personal information.

This personal data is used, for example, in order to:

- Manage our relationship with you, such as; to identify you as an employee or associate, pay your salary.
- Notify you of changes in your employee contract.
- Communicate and forward information to you.

If we process your personal data for any other purpose that would require your consent, we will obtain your consent before taking such an action.

How long do we save your personal information?

Your personal information is only stored for as long as it is required to fulfill the purpose of a process or as long as we have to, by law, store them. Personal data is then deleted from our records in accordance with our current security policy:

- Personal data is saved as long as you are employed by us and up until 12 months thereafter.

To whom do we provide your personal information?

We may disclose your personal information to the following recipients:

- External partners, both in- and outside the EU / EEA, to fulfill contractual agreements.
- Other recipients as required by law or lawful authority.

Companies that handle personal data on our behalf must always enter into a so-called personal data-sharing agreement with us in order to ensure a high level of protection of your personal data with our partners and subcontractors.

If we use partners or suppliers outside the EU / EEA, we will take appropriate safeguards, such as signed non-disclosure agreements or sign agreements to include the standardized data transfer clauses adopted by the EU Commission and available on the EU Commission website.

How do we protect your personal information?

We protect the integrity of users by technical and organizational measures. To ensure the secure transfer of personal data, we use the encryption protocol SSL. All personal data (name, address, payment details, etc.) are thus encrypted and can thus be transferred safely to the internet.

Data Protection Officer

We have appointed a Data Protection Officer ("DPO") to monitor compliance with this policy. You are entitled to make a complaint to a regulatory authority at any time. The Swedish Data Protection Authority (Datainspektionen) is the legal supervising authority of InterverbumTech as a Data Controller.

Your data protection rights

Under certain circumstances, you have the right to:

- **Ask whether we have personal information about you**, and if so, what information and why we have / use it.
- **Request access to your personal information.** This allows you to get a copy of the personal information we hold about you and make sure we've treat it legally.
- **Request correction of the personal information we store about you.** This will allow you to correct all incomplete or incorrect information we store.
- **Request removal of your personal information.** This way, you may ask us to delete personal information where there is no good reason for us to continue to handling it. You also have the right to ask us to delete or delete your personal information when you have exercised your right to revoke consent (see below).
- **Request a limitation on the handling of your personal information.** This way, you may ask us to cancel the handling of personal information about you, for example, if you want us to determine its correctness or the reason for it being processed.
- **Request the transfer of your personal information in a electronic and structured form to you or to another party (commonly known as a right to "data portability").** This allows you to receive your data from us in an, by us designated, electronic format and transfer the data to another party.
- **Revoke consent.** Under certain circumstances in which you may have consented to the collection, handling and transfer of your personal information for a particular purpose, you are entitled to withdraw your consent to the specific handling at any time. Once we have received a notification that you have revoked your consent, we will no longer process your information for the purpose you originally agreed upon, unless we have another legitimate reason for doing so by law.

If you wish to exercise any of these rights, please contact our DPO by letter or mail; dpo@interverbumtech.com.

You do not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we can charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to follow the request in such cases.

We may need to request specific information from you in order to help us confirm your identity and thereby ensure whether you have the right to access the information (or to exercise any of your other rights). This is an additional security measure to ensure that personal information is not disclosed to someone who is not entitled to receive it.

Changes to our Employee Privacy Policy

Our Data Protection Policy for Employees and Associates may be amended and any changes to the content will be notified to you as an employee or associate via email or a message on our web services and webpage.