

DATA PROTECTION POLICY
FOR THE COMPANY'S BUSINESS ASSOCIATES

We continuously process and use data as a natural part of our business relationships with our customers and suppliers, plus other business associates. Consequently, we have adopted the following data protection policy that describes how we process and protect the relevant data, and the rights you have in relation to the collection, processing and storage of your data performed by us.

1. The purpose of processing and legal basis

We process your data to make our service better and to ensure the quality of our business relationships. Your data is therefore necessary to be able to fulfil the related contractual undertakings and legal requirements.

2. Collection and types of data

We will usually process the following data in relationships with customers, suppliers and other business associates, including their employees (contact personnel):

- Name
- Employer
- Telephone and mobile nos.
- E-mail

Data concerning the names of limited companies and cooperatives, address etc. do not concern any natural person and are therefore not covered by the data protection regulation.

The data we collect are primarily used to identify you, and we collect them when you provide us with them when being set up as a customer, supplier or other kind of business associate.

3. Scope

Data protection is an integrated part of our business, and we are responsible for the protection of your data when you are a customer, supplier or other kind of business associate. Our processing of your data always complies with national rules and standards.

We collect, process and store only those data necessary to fulfil the purposes we have identified.

4. Checking data

We check that the data we process are correct and accurate. We also ensure that they are regularly updated.

Our administration is dependent on your data being correct and updated and we therefore ask you to let us know of any relevant changes. Changes will be made when you contact your regular JKF contact person. To protect the quality of your data, we have adopted the following internal rules and procedures for checking and updating.

5. Security

To protect your data against unauthorised access, we ensure that they are only accessible to relevant JKF personnel. We have also adopted internal rules on data security that include instructions and precautions designed to protect your data against destruction, loss or modification, against unauthorised disclosure and unauthorised access or awareness.

6. Data protection

To protect your data as fully as possible, we regularly evaluate risk level concerning whether our data processing can affect your basic rights. We are particularly aware of exposing you to discrimination or identity theft or financial loss, loss of reputation or data confidentiality.

The company is the Data Controller and responsible for ensuring that your data are processed in accordance with the law.

7. Disclosure

Disclosure of data is only allowed on special grounds and when necessary in the lawful interests of you or the company. Disclosure for purposes incompatible with the purposes for which we process data is not allowed.

We therefore obtain your consent and inform you of what your data will be used for before we disclose them to any external party.

Regardless of whether we disclose your data to our business associates located in countries within or outside the EU, we will ensure that their level of data protection meets the requirements we apply in this policy according to the law. For instance, we apply strict requirements to the processing of data, data security and fulfilment of the rights you have in terms of being able to object to profiling and to submit a complaint to the Danish Data Protection Agency.

8. Rights

8.1 Right of access

You can request JKF to tell you what data and categories of data we process on you, and what the purpose of doing so is. You can also be told how long we store your data and who receives data on you to the extent we can disclose data to external parties.

Your right of access can be limited with regard to the rights of other people to data protection, business secrets and intellectual property rights.

8.2 Right to object

You can object to the company at any time against your data being used for processing if such processing is based on your express consent, and you withdraw that consent.

8.3 The right to correction

If you believe that the data we process is inaccurate or misleading, you have the right to have them corrected.

Please contact JKF and tell us what is incorrect and how it can be corrected.

8.4 The right to restriction

You have the right to request that processing of your data is restricted, e.g. if you are contesting the correctness of the data.

8.5. The right to data portability

When our processing is performed automatically, you have the right to ask for the data you have provided us yourself in a structured, standard and machine-readable format, and to request for such data to be transmitted to another processor.

8.6 Storage and the right of erasure

We only store your data until it is no longer necessary to do so with regard to the purpose we process them for. Your data will therefore be erased in accordance with the following procedures:

- Storage of your data depends on how long your business relationship with JKF lasts. During our business relationship, the data we have collected on you is stored in our IT system.
- Accounting details will be stored for 5 years from the end of the financial year the material concerns.
- In the event of our business relationship ending, your data will be stored in principle by JKF for 5 years from the end of the financial year the material concerns.
- Data you have provided in relation to surveys will be deleted or anonymised after analysis of the survey.
- When data are no longer relevant and we are not obliged to store them, they will all be erased.

When you request us to correct or erase your data, we will check whether the conditions are fulfilled and perform the change or erasure as soon as possible.

You can also contact the company if you believe that your data are being processed in contravention of the law or other legal undertakings.

In the event of any doubt concerning the above, please always contact JKF.

8.7 Complaints

If you have any questions concerning our data protection policy, or disagree with the way we process your data, you can contact us at:

JKF Industri A/S
Rørsangervej 5, Als
9560 Hadsund
Denmark
Tel: +45 98581211
Fax: +45 98581177
CVR 17 08 52 04
info@j kf.dk
www.j kf.dk

You can also complain to the Danish Data Protection Agency, the authority in Denmark responsible for supervising commercial processing of data. Contact details for the agency are available on their website at www.datatilsynet.dk.

9. Changes in the data protection policy

This policy will be updated and revised regularly, and when necessary as a result of changes in the law or best practice within the field of data protection. We therefore recommend that you keep yourself regularly informed via our website.

Date of the last revision of the policy: 24.07.2018

JKF Industri A/S