

# Persondatapolitik

## Leverandører Engelsk

### General Data Protection Regulation.

Policy in relation to Suppliers in the company Søndergaard & Sønner A/S

**Søndergaard & Sønner A/S (S&S)** collects and processes personal information about the S&S suppliers. Non-sensitive information and bank information are collected. Data is only collected to the extent that it is sufficient and necessary in relation to S&S purposes and functions.

The collected and processed personal data is continuously reviewed and updated.

### What information is collected and processed?

Name, company name, address, VAT number, phone number, email and bank details are registered in Navision.

### When is data processed?

Collection, registration and processing of data takes place when we start trading with the supplier. Data is used to send purchase orders to creditors and to the administrative procedures associated with the purchase. Mail address is used for ongoing dialogue and correspondence with the supplier.

### With whom do we share the information?

Daily IT support is provided by:

**RIT A/S**  
Gåseagervej 4  
8250 Egå

They are also responsible for the general data security on our servers.

Navision is supported by

**Bredana A/S**  
Bredskifte Allé 11  
8210 Aarhus V

### Data security.

S&S has rules and procedures for data security so that the data collected enjoy protection from loss, change or abuse. S&S's data is protected by firewall and antivirus programs. These systems will be able to detect, report, investigate and document breaches of security. If there is a breach of security, the Danish institution Datatilsynet will be notified within 72 hours after the date of the violation of data security. In addition, the registered persons will be informed of the breach without unnecessary delay.

### **Consent and revocation of consent.**

The creditor is registered when we receive the first invoice or when we have made a delivery agreement and issue our first purchase order, this is considered as consent for the company to register and process the information necessary for the maintenance of the trade. Any creditor may revoke his or her consent at any time. Bookkeeping data in Navision will be deleted however at the earliest after 5 years. To the extent necessary to comply with the Accounting Act, etc. data can be stored in Navision - if it is necessary to maintain continuity in the bookkeeping.

### **Right to access their personal information.**

Those who have information registered with S&S can at any time gain access to and insight into what information is registered about the person concerned.

### **Right to have corrected or deleted his / her personal information.**

If you have information registered with S&S may at any time correct, delete or limit the processing of their data, except for data to be stored, for example. in relation to claims from Tax authorities in Denmark. The same goes for data stored for other reasons related to the Danish legislation.

When the purpose of the registration and processing of specific data is no longer present, the data will be deleted from S&S. The deletion will, however, take into account the accounting rules and duties for keeping accounting and accounting data.

### **Complaint and objection**

Those who have information registered with S&S have the opportunity to complain about our processing of personal data to:

Datatilsynet  
Borgergade 28  
300 Copenhagen K.

**See contact information and more about appeal here: [www.datatilsynet.dk](http://www.datatilsynet.dk).**

At the same time, there is the right to object to the company's processing of personal data. Opposition can be made at [bogh@bikesond.dk](mailto:bogh@bikesond.dk), if the opposition is justified, the company will arrange its processing of the relevant data accordingly.