



**tt** coil as

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# PRIVACY POLICY

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# Privacy Policy for tt coil as

**This privacy policy regarding the processing of personal data is updated on 14.05.2018.**

Your privacy is important for tt coil as. We protect and process your personal data in accordance with the EU Personal Data Regulation (GDPR), which is enforced per. d. 25.05 2018. This privacy policy regarding the protection of personal data aims to explain how we collect, process and protect your personal data.

We want to minimize the processing of your personal data to the extent possible and at the same time create transparency in relation to the data being processed. This policy also aims to inform you about which of your personal data we process, how the data is processed and what your rights are.

If you have any questions or inquiries regarding the processing of your personal information, you are always welcome to contact us. Our contact information can be found in the last section of our Privacy Policy.

Our privacy policy applies to the use of our website as well as activities related to sales, procurement, marketing, support and performance of contractual obligations. The privacy policy is also applicable to individuals who are looking for a job at tt coil as. Your personal information will, as a rule, not be used for marketing purposes unless you expressly consent to this.

## **When do we collect personal data about you?**

- When you buy or sell items through tt coil.
- When you interact with an employee from tt coil via e-mail, telephone, letter, social media or our website.
- When we collect personal data from other sources, eg. third party data collectors, tt coil's marketing partners, public sources or social networks.
- We may collect personal data if they are considered to be of legitimate interest and if this interest is not infringed by your personal information interests. Before collecting data, we ensure that an evaluation is made that ensures mutual interest between you and tt coil.

## **Why do we collect and use personal data?**

Your personal data is collected and used to enable us to offer direct sales, professional and effective support and relevant marketing. We also collect information on our suppliers and partners, as well as people who work at or are looking for a job at tt coil.

### **Your personal data may be used to support the following:**

- To send you marketing material that you have requested. This material may contain industry-relevant information about our products, services, events, courses, activities and campaigns from tt coil and our affiliates' products and services. In order for us to share this knowledge with you, this requires your consent.
- To send you information about goods and services that you purchased from tt coil.
- To conduct direct sales activities in cases where you have expressed interest in this.
- To provide you with information about the content and details of the time and place of our courses, webinars or events that you have signed up for through tt coil.
- To be able to handle your incoming direct inquiries in the form of customer support, e-mails, SMS, chat or phone calls.
- To be able to fulfill our contractual obligations to you as a customer e.g. order confirmations, invoices, delivery, credit and support.
- To offer you extended warranty on goods you have purchased through tt coil.
- To contact you in connection with customer satisfaction surveys, in which we ask your opinion about our goods and services to develop the quality of our cooperation.
- To process your job application and CV in connection with an applied position at tt coil.

## **We collect personal data according to legislation**

- **Collection of personal data based on your consent**

Personal data obtained on the basis of your consent is based on explicit statements of consent, which are subsequently stored in our systems as documentation in connection with the consent given.

- **Collection of personal data based on a contract concluded**

Personal data is collected and used to enable tt coil to prepare and fulfill our obligations in connection with contracts and agreements with customers, partners and suppliers.

- **Collection of personal data based on legitimate interest**

Personal data may be used if this is considered to be of legitimate interest. However, this requires that your interests or fundamental rights in relation to personal data are not overridden by this interest. In these cases, a thorough assessment is made to establish if there is mutual interest. This is to ensure the legal basis for the collection of personal data.

## **Which types of personal data do we collect?**

tt coil can collect information such as company name and contact information, as well as your name, title, phone number, email address and in special cases passport number. We can also collect information based on personal inquiries such as physical meetings, phone calls, video calls, documents, SMS, chat and e-mails. On our website [www.tt-coil.dk](http://www.tt-coil.dk) we can collect your IP address and record your behavior on the website.

If you apply for employment with tt coil as, the personal data you submit in connection with the job application will be collected.

We may collect and process unique identifiers and sensitive personal data in the form of image identification and / or NemID, in connection with the conclusion of a contract with sole proprietors, in order to ensure mutual fulfillment of contractual obligations.

## **How long is your personal data stored with us?**

Your personal data will be kept to the extent necessary to meet the purpose of your information being collected. This applies to information which enables tt coil to answer queries, provide support and comply with legal requirements in relation to applicable laws.

Your personal data can therefore be stored at tt coil until you no longer want it or until we no longer consider it necessary, after which they will be deleted safely.

## **How do we secure your personal data?**

tt coil has implemented preventive technical and organizational safeguards to ensure that personal information is not destroyed accidentally or illegally, forfeited, altered or impaired and against unauthorized disclosure, misuse or treatment in violation of the law.

We do not store or transmit personal data encrypted. However, all the personal information we process is protected by a firewall. Furthermore we have implemented access control in a wide range of our systems, so that only employees with a work-related need have access.

All security measures will be reviewed continuously in accordance with the technological and commercial development. In addition, all our employees are subject to client confidentiality, which ensures that your information is treated confidentially.

## **What rights do you have in relation to your personal data?**

In order to create transparency regarding the processing of your information, tt coil, data controller, is required to inform you of your rights.

- **Right to insight**  
You have the right to ask for insight into which data tt coil has regarding you, including which specific data, what types of personal data and which potential recipients of data.
- **Right to retraction**  
You are entitled to ask tt coil to change your personal data if they are misleading or outdated. If there are inaccuracies in the data we have registered, we encourage you to contact us so that your data can be corrected.

- **Right to be deleted**

You may, in certain cases, ask to have all or some personal data deleted. If any continued processing of your data is necessary for us to comply with our legal obligations or for legal requirements to be enforced, we are not obliged to delete your personal data.

- **Right to limit data processing**

You have, at any time, the right to revoke a consent that you have given to tt coil. This can apply to a consent to receive marketing material and invitations to industry-oriented courses and events.

- **Right to data portability**

You have the right to ask tt coil to hand over your personal data and, as far as possible, to transfer this information directly to another data-compliant company, if the processing of these is based on a consent or a contract.

- **Right to objection**

You are entitled to request that further processing of your data is limited if there is uncertainty about the accuracy or processing of your personal data. You are entitled to object to the processing of your personal data if the data processing is based on legitimate interest and / or direct marketing.

If you have any questions regarding your personal data rights, please contact us.

## **Who has access to your personal data?**

Your personal data will not be disclosed to third parties without your unambiguous consent, unless this happens as a necessary step towards meeting our contractual terms with you as a customer. We may entrust your information to external partners who process your information on behalf of tt coil. In this connection, we use external partners for example for technical operation of systems and improvements to our website, newsletters and targeted marketing including retargeting. These collaborators act as data processors, and they can process the information for which we are data controllers.

The data processors may not use this information for any purpose other than to fulfill their agreement with us and are subject to confidentiality.

We have entered into written data processing agreements with data processing companies that can handle personal data on our behalf.

Some of these data providers, such as Google, MailChimp, Facebook and LinkedIn are established in the United States. The necessary guarantees for the transfer of information to the United States are secured

through the data processor's certification under the EU-US. Privacy Shield, cf. EU Personal Data Regulations. 45th

- Google's certification can be found here:  
<https://www.privacyshield.gov/participant?id=a2zt000000001L5AAI>
- Mailchimp's (The Rocket Science Group LLC) certification can be found here:  
<https://www.privacyshield.gov/participant?id=a2zt0000000TO6hAAG&status=Active>
- Facebook's certification can be found here:  
<https://www.privacyshield.gov/participant?id=a2zt0000000GnywAAC&status=Active>
- LinkedIn's certification can be found here:  
<https://www.privacyshield.gov/participant?id=a2zt0000000LOUZAA0&status=Active>

To the extent that we use other data providers than those mentioned, based outside the EU, they will always be subject to valid transfer guarantees.

## **Changes in our privacy policy**

We reserve the right to continuously change our privacy policy so that it is always updated. Applicable privacy policy will always be available on our website. You will be notified if we make significant changes that affect how we handle personal data.

## **You are always welcome to contact us**

tt coil as, as data controller for the personal data being processed, can be contacted through the following information:

tt coil as

Svanningevej 2, 9220 Aalborg East, Denmark

Data Responsible: Peter Dybdahl

Phone: +45 20 62 40 40

E-mail: [GDPR@tt-coil.dk](mailto:GDPR@tt-coil.dk)

For applications: [ansog@tt-coil.dk](mailto:ansog@tt-coil.dk)