

Data privacy policy

Processing of personal data

We at Sekab care about your privacy and you should always be able to feel secure when entrusting your personal data to us. We therefore always want to strive for a high level of protection for your personal data.

What personal data do we process?

We only process personal data where there is a legal basis for this or with an agreement from you. We do not process personal data unless this is necessary for the fulfilment of our services or the obligations in accordance with agreements and the law. Examples of personal data we process:

- Name and national Id number or other type of identification number.
- Contact information, as address, phone number, e-mail address etc.
- Company affiliation.
- IP-address

Information that you give without being requested to and which you provide voluntarily we will process only on the basis that we do not handle more personal data than what is necessary for the purpose, and we always strive to use the least sensitive information when sharing the information within Sekab.

How do we gain access to your personal data?

Sekab will collect personal data from you when you order our services or products, contact us for support, participate in events or sign up for newsletters. In addition, when the company you work for is purchasing our services, your personal data can be collected as an employee.

How and why do we process your personal data?

Sekab will use your collected personal data in order to provide services and products. We will also process your personal data when you request our support and to fulfil the contract with you or your company.

Depending on type of product, service or web page you use we will process your personal data with following purpose:

Customer service and support

In order to give you as a customer a quick and specific support we need to register and administrate your personal data in our support tools. We will also use this information in contracts and invoices in current assignments.

Usage of web pages and services

When you use and register personal data in our websites, the information is collected and stored in our systems. When browsing in our websites, we can automatically retrieve information about your visits, your usage of them and about your computer in order to enhance your experience of our services to you. We sometimes link to other

third party pages on our websites that have their own privacy rules and we do not take any responsibility for data processes in these pages.

Delivery of products/services

When you purchase products from us we need information about you in order to identify you and to send a confirmation, to deliver product and to invoice you in secure way.

Newsletters

We want to inform you about what we or our partners offer, what's going on with us or to invite you to our events. This kind of marketing is sent via newsletters to your e-mail. You can unsubscribe from our newsletter at any time.

Surveys

We sometimes conduct surveys to find out what you think about us, this is mainly done via e-mail.

E-mail

If you e-mail us or send information to us in another way, that information will be collected and stored. We always move important or sensitive data to other systems and clear our e-mail archive regularly.

Camera surveillance

If you visit us, our industrial area is camera monitored. Camera surveillance takes place for security reasons in accordance with the Camera Guard Act (2018:1200).

For how long do we keep your personal data?

We retain your information as long as it is required to meet the above purposes or as long as we are required by law to do so. We have developed clear out routines to ensure that personal data is not kept longer than needed for the specific purpose. The storage time may be different depending on the purpose of the service and for how long the information is necessary for the purpose. After that, we will safely delete or anonymize your information so that it will no longer be possible to link them to you.

Who get access to your personal data?

The information you submit to Sekab is shared only within the company and with our partners to meet the above purpose, or if legal requirements or court decisions are made. In some situations, it is also necessary for us to share personal data with third parties, such as authorities or credit companies. These are to be considered as independent personal data administrators and their organization's privacy policy applies to their management of personal data.

We never forward, sell or exchange your personal data for third party marketing purposes outside Sekab.

How do we protect your personal data?

Sekab have procedures and methods of working to ensure that your personal data are processed in a secure way. The basic condition is that only employees and other persons within the organization who need the personal data to carry out their work duties have access to them. To protect your data from loss, manipulation and

unauthorized access, we perform the necessary technical and organizational actions. We also continually adjust our security processes in accordance to developments and progress in the technical field.

Your rights

Under applicable law, you are entitled to request information about the personal data we keep about you at any time. If your information is incorrect, incomplete or irrelevant, you may want to have it corrected or deleted. However, in some cases, we may not delete any of your data if there is a statutory requirement for storage, such as accounting rules, or when there are other legitimate reasons why the personal data must be saved. You also have the right to limit the amount of personal data we process and to require transfer of your personal data.

You may revoke your approval at any time to let us use your personal data. In case of questions or complaint about Sekabs handling of personal data, registry extracts, rectification, restriction of information or objection for marketing purposes, please contact Sekab by sending an email to info@sekab.com

Data protection authority

Integritetsskyddsmyndigheten is the Swedish Data Protection Authority and if you are not satisfied with the way we treat your personal information you have the right to contact them and make a complaint.

Contact information

Telefonnummer: 08-657 61 00

E-post: imy@imy.se

Contact information

If you have any questions or complaints you are always welcome to contact us at;

SEKAB Biofuels & Chemicals AB

org. nr 556263-4088

891 26 Örnsköldsvik.

Tel + 46 660 793 00

E-post: info@sekab.com

or

SEKAB E-Technology AB

org. nr 556017-0614

891 26 Örnsköldsvik.

Tel + 46 660 793 00

E-post: info@sekab.com

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Sekab



Mikael Fränckel

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