

## Introduction

This Privacy Policy governs how ActSafe AB collects and processes personal data to run and develop our business. Individual personal integrity is important to us and we therefore ensure that personal data are processed correctly and in accordance with applicable General Data Protection Regulation, for more information please visit:

<https://www.eugdpr.org/>

### 1. Collection of information

We collect information from you when you contact us via our website / e-mail, place an order or if you sign up for any of our training programmes. The information collected includes your name, e-mail address, phone number, as well as other personal information you choose to send to us (for example by submitting a CV and job application documents).

### 2. Processing of personal data regarding customers and suppliers

To manage our relationship with customers and suppliers as well as optimizing our business and our service offering, we will collect contact person's personal information.

The personal data that may be collected include the contact person's name, company information, e-mail address and telephone number.

Any of the information we collect from you may be used in one of the following ways:

- Personalize your experience and meet your personal needs
- Improve our website
- Improve our customer service and your need for help
- To process transactions. Your information will not be sold, exchanged, transferred or given to any other company for any reason whatsoever, without your consent, other than for the purpose of delivering the purchased product or service requested by the customer
- To send periodic emails - information and updates pertaining to your order, occasional company news, updates, related product for service information, etc.  
Note: if at any time you would like to unsubscribe from receiving future emails, we include detailed unsubscribe instructions at the bottom of each email.
- To administer a contest, promotion, survey or other site feature

### 3. Unsubscribe

We use the email address you provide to send information and updates regarding your order, single newsletters, related service / product information, etc. If you no longer want to receive such notifications, you will find information about ending your subscription at the end of each email.

### 4. Processing of personal data for employees

ActSafe AB processes employee and applicant personal data to manage our relationship with you as an individual and to optimize our business.

The personal information we may process consists of names, addresses, telephone numbers, e-mail addresses and other information that is necessary to help us regulate our relationship with you.

## 5. Disclosure to third parties

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our website, conducting our business or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property or safety.

## 6. Information Protection

We implement a variety of security measures to maintain the safety of your personal information.

## 7. Do we use cookies?

Yes. Our cookies improve access to our site and identify recurring visitors. In addition, our cookies enhance the user experience by tracking and targeting the user's interests. Our use of cookies is generally not linked to personally identifiable information on our site.

## 8. Storage of information


We store your personal information during the time of our ongoing business relationship to be able to fulfil the purposes described in this policy or as long as required by law. We have routines in place for the data to be deleted.

## 9. Consent

By using our website, sending a job application, placing an order, contacting us by e-mail or if you enroll in one of our training programs, you agree to our privacy policy.

If you would like to know more about your personal data and how it is managed, or if you would like to have any data corrected or deleted, please contact [info@actsafe.se](mailto:info@actsafe.se).

Lindome 2018-05-31



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