

# Høglund Data Privacy Policy

## in compliance with GDPR regulations

Høglund AS values your privacy. This document outlines how we use your personal data.

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- How do we collect your data?
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Høglund AS is referred to as “Our Company” in this document.

### What data do we collect?

Our Company collects the following data:

- Personal identification information (name, email address, phone number, title, etc.)
- Company information and VAT number (available publicly) as well as information in connection with invoicing and legitimate business interest

### How do we collect your data?

You provide Our Company directly with most of the data we collect.

We collect data and process data when you:

- Place an order for any of our products or services
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email
- Request a quote
- From a supplier, partner or agent

### How we use your data

Our Company collects your data so that we can:

- Process your order and manage your account (legitimate interest)
- Deliver projects and services order by you or on your behalf
- Email you with special offers on other products and services we think you might like

When Our Company processes your order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

### How do we store your data?

Our Company securely stores your data in our ERP system. Our Company will keep your data for 5 years. Once this time period has expired, we will delete your data, unless there is a continuous business relation.

## Marketing

Our Company would like to send you information about products and services that we think you might like, as well as those of our partner companies. If you have agreed to receive marketing, you may always opt out at a later date. You have the right at any time to stop Our Company from contacting you for marketing purposes. Please see our contact information at the bottom of this document.

## What are your data protection rights?

**The right to access** - You have the right to request Our Company for copies of your personal data.

**The right to rectification** - You have the right to request that Our Company correct and complete any information you believe is inaccurate.

**The right to erasure** - You have the right to request that Our Company erase your personal data, under certain conditions.

**The right to restrict processing** - You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

**The right to object to processing** - You have the right to object to Our Company's processing of your personal data, under certain conditions.

**The right to data portability** - You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [sales@hoglund.no](mailto:sales@hoglund.no)

## Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. For further information, visit: [allaboutcookies.org](http://allaboutcookies.org)

Our Company currently does not use cookies to track your visits to our homepage.

## Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on September 8<sup>th</sup>, 2023.

## How to contact us

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [sales@hoglund.no](mailto:sales@hoglund.no)