

Privacy statement for HATTELAND TECHNOLOGY AS

Dear customer and visitor to our website. It is important to us that you can trust that all your personal information is safe with us. HATTELAND TECHNOLOGY AS spend a lot of time ensuring that your and your customers' privacy is protected and safeguarded. We use Adminkit so that we have the opportunity for an accurate and conscientious assessment of how we use your personal information.

All personal data we hold on you is data you've given us yourself. This could also include data we've received from public organisations, in order to deliver the services you are entitled to. We use no other data than is strictly necessary to carry out our work. We don't share your personal data with anyone other than our suppliers, who need this data to carry out their duties towards you, and to public organisations that request access to your data. In such cases, your data is secured by our data processing agreement. We don't keep your details for any longer than is necessary.

This is the data we can collect; purpose, legal basis, which data and retention time after last interaction.

Purpose	Legal basis	Data kind	Deleted after
Applications and CVs	Art. 6.1.b	Name, Email address, Telephone number, Address, Date of birth, Video/ images	2 years
CCTV	Art. 6.1.b	Video/images	7 days
Delivery of projects	Art. 6.1.b	Name, Email address, Telephone number	25 years
Email	Art. 6.1.b	Name, Email address, Telephone number, Address, Video/images, Date of birth, Account number	5 years
Live chat	Art. 6.1.b	Name, Email address, Telephone number	Same deletion period as the customer register for existing customers. Non-existing customers: 5 years.
Physical archives	Art. 6.1.b	Name, Email address, Telephone	10 years

Purpose	Legal basis	Data kind	Deleted after
		number, Address, Account number	
Receiving payment	Art. 6.1.b	Name, Email address, Telephone number	10
Sales and customer registry	Art. 6.1.b	Name, Email address, Telephone number	25 years
Sending newsletters to existing customers	Art. 6.1.f	Name, Email address	As long as the customer relationship lasts.
Sending newsletters to potential customers	Art. 6.1.a	Name, Email address	5 years
Transport/mail services	Art. 6.1.b	Name, Email address, Telephone number, Address	1 year
Webshop	Art. 6.1.b	Name, Email address	5 years

We have secured your personal data through data processing agreements, where applicable. Where we have to transfer data to a third country when this is necessary to deliver the service, this is secured with an SCC.

Your rights.

As a customer, you have rights regarding your personal data and how we process this. The data privacy law gives you the following rights:

If we've collected your data with your consent, then you may withdraw your consent at any time. Please contact anna.aulie@hattelandtechnology.com to request this.

- The right to see your personal data
- The right to ask for corrections. If something is wrong, we'll correct this.
- The right to be deleted. This can be affected by our duties in relation to the accounting law, as we aren't able to delete information before we've carried out our duties
- The right to limit what we collect. Have we collected too much information? Let us know!
- The right to data portability. Do you wish to move your personal data? We can arrange this
- The right to protest. If you disagree with how we use your data, then let us know
- The right to complain. You also have the right to complain to the Data Protection Authority. The link is here:

<https://www.datatilsynet.no/en/about-us/contact-us/how-to-complain-to-the-norwegian-dpa/>

If you have questions related to your personal data, please contact:

Anna Aulie

anna.aulie@hattelandtechnology.com