

Sted og prosess Viken AT Market AS / IT-drift og support**Sist godkjent dato** 22.02.2022 (Håkon Helgerud Myhra)**Dato endret** 22.02.2022 (Håkon Helgerud Myhra)**Dokumentkategori****Siste revisjonsdato****Neste revisjonsdato**

GENERAL DATA PROTECTION REGULATION (GDPR)

Viken AT Market AS is under obligation to protect the integrity and accessibility of personal data obtained from our customers, suppliers, other partners and job applicants. It is important to us that our stakeholders can feel sure that we process personal data securely and legally. This policy describes the data we collect and process and describes your rights.

1. Who is responsible for your data?

Viken AT Market AS, NO. 916 024 983 is responsible for your personal data. The processing of these data is performed according to applicable legislation. If you should have questions, require information about the data we have collected or want to exercise your rights, please see below for information on your rights and contact:

VIKEN AT MARKET AS
BOX 500 SENTRUM
3504 HØNEFOSS
NORWAY

E-mail: info@vikenatmarket.com

Phone: +47 32 10 30 00

2. The purpose of collecting data

We collect data about customers, suppliers and other partners in order to fulfill contracts, agreements, deliveries, supplies and services in a flexible, efficient and secure way. Collecting of data is also a part of documentation of sustainability and development of our business.

In certain cases, we require your consent in order to be able to process your personal data. If so, we notify you and you will be given the opportunity to give or refuse consent. If you have given consent, you are always entitled to withdraw it.

3. What data do we process?

We collect data by company name, address and contact details. Under contact details, we process common personal data, including: name, job, telephone numbers and e-mail addresses of applicable contacts in the company.

4. Where do we obtain your data?

We receive data when someone call by phone, contact us by any application (e.g. What's up, Messenger etc.), send an e-mail, send a letter or sending a request by our contact form at our websites. Our information may also originate from the data that your company has given us directly or displayed on its website or other publicly available media.

5. How long do we store your data?

We store your data as long as required in order to fulfill the purpose for which the data were collected. Contacts are erased as soon as possible after we have become aware that they are no longer employed by the company concerned.

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6. Who has access to your data?

We ensure that your data are only available to our company staff in a professional performance. In order to perform supplies and deliveries of goods and services and answer questions, your contact information may be disclosed to applicable partners. We may also be required by public authorities to disclose your contact information.

We store your data electronically on encrypted servers with two factor authentication access for our staff. We do not transfer or sell your data to third parties.

We have a data processing agreement with ECIT Solutions (www.ecit.com) for our IT operations. Our Website is hosted by KodAkuten AB (www.kodakuten.nu).

7. Applications for positions in Viken AT Market AS

We receive applications for advertised vacancies from our account at www.finn.no. Your application will be stored on our encrypted server. We do not ask for information about your civil registration number or sensitive personal data as defined in Article 9 of the General Data Protection Regulation (data about race, religion, political affiliation, trade union affiliation, sexual orientation and health issues). Electronical documents (applications, CV, references etc) will be secured for opening by password.

8. Information about our cookie policy on our websites

On our website, www.vikenatmarket.com, you will find information about use of cookies.

9. General policy for personal data transfer

To the extent we use external companies as service providers to offer the best possible service, personal data may be transferred. These external providers are data processors and may in certain cases process personal data as part of their service provision. Our data processors only process personal data on our instructions and in accordance with legal requirements for data processors.

We do not sell any personal data to third parties. We have entered into data processing agreements with our data processors which is our guarantee that they comply with applicable regulations on the protection of your personal data.

10. Your rights

- a) You have the right to access the personal data that the data controller processes about you and obtain certain information about the processing.
- b) You have the right to have inaccurate data about yourself rectified.
- c) You have the right to have your personal data erased if one of a number of conditions set out in the General Data Protection Regulation has been met.
- d) You have the right to restrict the processing of your personal data if one of a number of conditions has been met
- e) In certain circumstances, you have the right to receive your personal data and request that these personal data be transferred to a different data controller.
- f) You have the right to object to our otherwise legal processing of your personal data.
- g) You have the right to request not to be the object of a decision based solely on automated processing, including profiling.

General Data Protection Regulation - GDPR



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If you wish to exercise your rights, you are welcome to contact VIKEN AT MARKET AS stating your contact details as described above in point 1 – Who is responsible for your data?

You are also entitled to lodge a complaint with the Norwegian Data Protection Agency, www.datatilsynet.no