

PERSONAL DATA POLICY

INFORMATION ABOUT OUR PROCESSING OF YOUR PERSONAL DATA, ETC.

WE ARE THE DATA CONTROLLER – HOW CAN YOU CONTACT US?

Schou is the data controller for the processing of the personal data that we have received about you. You will find our contact details below.

Schou Company A/S Nordager 31, 6000 Kolding, Denmark
CVR no.: 50102017

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HR Manager
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The personal data policy contains information on the purposes for which we process personal data, how we take care of the data we receive, the legal basis for processing, and the rights of the persons the data relates to.

We have divided our processing activities into areas based on the purpose of the processing. They are the following:

- If you use our website
- If you purchase a product or communicate with us via our webshop
- If you apply for a job with us
- If you subscribe to our job alert service
- If you, as a commercial customer, shop with us (outside the webshop)

WHEN YOU USE OUR WEBSITE, WE COLLECT THE FOLLOWING PERSONAL DATA:

- **Purpose:**
The aim of this is to optimise the user experience and the function of the website, as well as to undertake targeted marketing, including retargeting through Facebook and Google. This data processing is necessary for us to protect our interests in improving the website and showing you relevant offers and news.
- **The types of data we process:**
When you visit the website, we automatically collect information about you and your use of the website, e.g. the type of browser you are using, what search terms you use on the website, your IP address, including your network location, and information about your computer.
- **The legal basis for our processing of your personal data:**
GDPR, article 6, paragraph 1, point a.
- **Storing personal data:**
We refer to our cookie policy.
- **Personal data will not be disclosed.**

IF YOU PURCHASE A PRODUCT OR COMMUNICATE WITH US VIA OUR WEBSHOP, WE COLLECT THE FOLLOWING PERSONAL DATA:

- **Purpose:**
This is so that we can deliver the products you ordered and otherwise fulfil our agreement with you, including being able to manage your rights to return and complain. We may also process information about your purchases in order to comply with legal requirements, including bookkeeping and accounting requirements. Information about purchases is stored in our ERP system. For purchases, we collect the IP address in order to protect our interests in being able to prevent fraud.
- **The types of data we process:**
When you buy a product or communicate with us on the website, we collect the information that you provide: company name, name, address, postcode, city, country, e-mail address, telephone number, payment method, information about the products you buy and any you may have returned, delivery requests, and information on the IP address from

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which the order is made.

- **The legal basis for our processing of your personal data**
GDPR, article 6, paragraph 1, points a, b and c.
- **Storing personal data:**
Basically, personal data will be stored by Schou in accordance with the applicable rules, including in accordance with the Danish Accounts Act, for a period of 5 years from the end of the financial year to which the data relates. Personal data will be deleted once it is no longer relevant, and once Schou's obligation to store personal data has ended.
- **Personal data may be transferred to a shipping company.**

IF YOU APPLY FOR A JOB WITH US, WE PROCESS THE FOLLOWING PERSONAL DATA:

- **Purpose:**
Schou collects data for processing/assessment in recruitment processes in order to check whether or not the individual candidate's qualifications and experience meet our requirements in terms of the ideal candidate.
- **The types of data we process:**
General personal data: Name, address, postcode, town, e-mail, application and CV. In addition, an applicant can provide information on date of birth, telephone number, mobile number, other relevant documents and various information in the CV and application. In addition, the applicant may choose to upload a picture. We may subsequently request a personality test, reference report and presentation of criminal record.
Special categories/sensitive data: It can happen that Schou receives health data and CPR numbers of persons applying for jobs at Schou.
- **The legal basis for our processing of your personal data**
GDPR, article 6, paragraph 1, points a and f and article 9, paragraph 2, points a and e.
- **Storing personal data**
We store your personal data for 6 months or as long as we have legal and legitimate reason. It is stored in our e-recruitment system (data processor) and is not shared with anyone else. The data is automatically deleted after 6 months. The purpose of saving applications is to be able to fill a future position. Schou can save applicant data as long as there is a reasonable purpose for doing so. A reasonable purpose may be, for instance, to guarantee documentation in the event an applicant protests against a rejection.
- **Personal data will not be disclosed.**

IF YOU SUBSCRIBE TO OUR JOB ALERT SERVICE, THE FOLLOWING PERSONAL DATA IS PROCESSED:

- **Purpose:**
To make candidates aware of job advertisements that may be of interest.
- **The types of data we process:**
When you subscribe to our job alert service, you must fill in your name and e-mail address. In addition, you must indicate which department, work areas and positions you are interested in.
- **The legal basis for our processing of your personal data**
GDPR, article 6, paragraph 1, point a.
- **Storing personal data**
We store your information until you unsubscribe from the service. You can do this through the link in the e-mail you receive after you register.
- **Personal data will not be disclosed.**

IF YOU, AS A COMMERCIAL CUSTOMER, SHOP WITH US (OUTSIDE THE WEBSHOP) THE FOLLOWING PERSONAL DATA IS PROCESSED:

- **Purpose:**
Handling of commercial customer information in connection with the conclusion and implementation of agreements and

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subsequent invoicing and any debt collection process, as well as delivery.

- **The types of data we process:**

When you become a customer of ours, or if you change your engagement with us, we ask you for some information.

We need to know: CVR number, name, address, postal code, city, country, phone number, company name, bookkeeping mail, invoice and order confirmation mail, VAT number, currency, payment terms, bonus, current revenue, number of employees, website, industry, category of goods purchased / benefits, invoiced amounts, rebate schemes, reminder letters, reminder fees and interest rates, debt collection.

- **The legal basis for our processing of your personal data**

GDPR, article 6, paragraph 1, points a, b, c and f.

- **Storing personal data**

Basically, personal data will be stored by Schou in accordance with the applicable rules, including in accordance with the Danish Accounts Act, for a period of 5 years from the end of the financial year to which the data relates. Personal data will be deleted once it is no longer relevant, and once Schou's obligation to store personal data has ended.

- **Personal data can be transferred to our insurance company, in case of a need to take out insurance cover in the event of the customer's inability to meet its obligations.**

YOUR RIGHTS

In accordance with data protection regulations, you have a number of rights in relation to our processing of your personal data.

- **Right to view data (right of access):** You can ask to access the personal data which we hold about you under the rules on right of access
- **Right to rectification:** You have the right to have inaccurate personal data corrected
- **Right to erasure:** In specific cases, you are entitled to have data about you erased before the deadline set out in our general erasure policy
- **Right to restrictions on processing:** In certain cases, you are entitled to have the processing of your personal data restricted
- **Right to object:** In certain cases, you are entitled to object to our or the processor's processing of your personal data
- **Right to withdraw consent:** If you have given consent to the processing of any personal data about you, you can withdraw your consent at any time in accordance with the rules on personal data. Unless the company has another legal basis for processing the data, we may no longer process the data in question
- **Right to transmit data (data portability):** In some cases, you are entitled to receive your personal data in a structured, commonly used, machine-readable format, and to have that data transferred from one personal controller to another without hindrance
- **Right to complain to the Danish Data Protection Agency:** You have the right to lodge a complaint with the Danish Data Protection Agency about our processing of your personal data if you think that the processing is not in accordance with the current rules. You will find the Danish Data Protection Agency's contact information at www.datatilsynet.dk

IF YOU WOULD LIKE TO EXERCISE YOUR RIGHTS, PLEASE CONTACT US.

REV. 01.20