

TABLE OF CONTENTS

1.	Collection of personal data	3
2.	Use of personal data, purpose and basis for processing	3
3.	Deletion of personal data.....	4
4.	Security	4
5.	Your rights	4
6.	Changes to the privacy policy.....	4
7.	Contact information for the Privacy Manager	5

The following privacy policy describes how the Arkil Group collects and uses personal data as part of its administration

1. Collection of personal data

1.1 It is the Arkil Group's absolute objective to protect the confidentiality, integrity and accessibility of the information that the Arkil Group becomes familiar with as part of the administration of the Group's operations. This is the case regardless of whether the information pertains to suppliers, partners or employees and also applies to personal data. The collection of personal data shall take place only for specified, justified purposes. The collected information that is processed must be relevant and shall not comprise information other than what is required to fulfil the purpose for which the information is collected. The Arkil Group is highly committed to the protection of personal data and works continuously to ensure compliance with data protection legislation, including the General Data Protection Regulation, at all times.

2. Use of personal data, purpose and basis for processing

2.1 The Arkil Group collects and processes personal data in connection with the administration of customers and other partners. We only collect the personal data required for the agreed purposes, and ask our customers to share personal data only when strictly necessary for such purposes.

2.2 What information is collected

- General personal data, including information such as names, addresses, telephone numbers and e-mail addresses of customers and the owners of customers, as well as names, titles, telephone numbers and e-mail addresses for any contact persons within the customers' organisations.
- We also collect information about our customers, and the owners of our customers, as can be found on passports and driving licences, e.g. CPR numbers.

For what purpose is the information collected and what is the basis for this?

We process general personal data for the purpose of fulfilling our agreements with customers, including

- Delivering services.
- Invoicing.
- Quality management and control.
- Bookkeeping and general administration
- Communication

3. Deletion of personal data

- 3.1 Collected personal data is deleted or anonymised as soon as the data is no longer relevant. However, personal data that is considered relevant pursuant to the Bookkeeping Act is always stored for a minimum of five years.

4. Security

- 4.1 Information security is given high priority in the Arkil Group. Our work on information security is professional and based on internationally recognised security standards. We have implemented security measures to ensure data protection for both customer data, personal data and other confidential information. We regularly carry out internal follow-ups in relation to the adequacy of and compliance with policies and measures.

5. Your rights

- 5.1 As a data subject you have certain rights that the Arkil Group, as a Data Controller, is obliged to respect.

You may contact the Arkil Group to find out which personal data the Arkil Group processes in relation to you, and you can also request the correction of any incorrect or inadequate personal data. If you would like your personal data to be deleted, or for the Arkil Group to restrict the processing of your personal data or if you would like to object to the Arkil Group's processing of your personal data, please contact the Arkil Group. You can also contact the Arkil Group if you would like to utilise your right to data portability.

When we process your personal data with your consent, you have the right to withdraw your consent at any time. In order to withdraw your consent to our processing of your personal data, please contact us.

- 5.2 All of the aforementioned rights are handled manually by contacting the Arkil Group's Privacy Manager.

Nevertheless, the Arkil Group reserves the right to reject requests that are unreasonably repetitive or require unreasonably extensive technical intervention (e.g. the development of a new system or significant changes to existing practices).

6. Changes to the privacy policy

- 6.1 The Arkil Group has an obligation to fulfil the requirements set down in relation to the protection of personal data at all times.

7. Contact information for the Privacy Manager

Gitte Keck Holm
Assistant to the Board of Directors
gih@arkil.dk