

PRIVACY POLICY

Legal Duty of Information in Connection with the Collection of Personal Data

We use this type of data about the customer

We use the personal data that the customer gives us so that we can perform the agreed work.

We only process necessary personal data

We collect, process and store only the personal data that is needed in order to carry out the agreed work.

We delete personal data when it is no longer needed

We delete personal data when it is no longer needed for the purpose for which it was originally collected. This will most often be when the customer relationship has ended. However, customer data for use in accounting material will always be stored for at least five years due to the rules of the Danish Accounting Act and the Act on Measures to Prevent Money Laundering.

Disclosure and transfer of personal data

We disclose and transfer personal data to business partners and others if it is necessary in order to satisfy the agreement that we have entered into with the customer.

Sometimes we choose to use data processors, including providers of software, web hosting, backup, security and storage. When we use data processors, we only do so for specific purposes, and it is still our responsibility to process the data in accordance with the legislation in effect and this personal data policy.

We do not transfer personal data for purposes not provided for in the agreement – such as transfer to others for use in their marketing – unless we have agreed to do so with the customer in connection with the collection or we obtain customer consent after informing the customer of what their data will be used for. The customer may, at any time, ask us to stop the transfer of personal data, irrespective of whether it is agreed to or the customer has otherwise consented to it.

However, we will not collect the customer's consent if we are legally obligated to hand over personal data, for example as part of mandatory reporting to a public authority.

The customer is entitled to access his or her personal data

The customer is entitled, at any time, to receive information about what data we collect about them where it comes from, and what we do with it. The customer may also receive

information about how long we store personal data and who receives data about the customer. However, this access may be limited for the sake of other individuals' privacy rights, trade secrets, and intellectual property rights. The customer can exercise his or her rights by contacting us.

The customer is entitled to have inaccurate personal data corrected or deleted

If the customer believes that the personal data we process about them is inaccurate or false, the customer may naturally contact us to have the data corrected.

In some cases we will be obligated to delete the personal data. This is true, e.g. if the customer withdraws his or her consent. If the customer believes that data is no longer needed for the purpose for which it was collected, the customer may ask to have it deleted. The customer may also contact us if he or she believes that personal data is being processed contrary to legislation and other legal obligations.

The customer is entitled to object to our processing of personal data

The customer is entitled to object to our processing of personal data. The customer may also object to our transfer of data for marketing purposes. If the customer's objection is warranted, we will stop the processing and delete the customer's data, unless we are obligated by law to store them.

If the customer wishes to exercise his or her right to data portability, the customer will receive personal data from us in a common format.

The customer is entitled to receive the personal data that the customer gave us access to as well as the data we have collected about the customer from other players on the basis of the customer's consent.

General information on the exercising of customer rights

If the customer wishes to gain access to data, have it corrected or deleted, or object to our data processing, we will check whether it is possible and answer the customer as quickly as possible and no later than one month after receiving the customer request.

Right to file a complaint with the Danish Data Protection Agency

The customer is entitled to file a complaint with the Data Protection Agency if the customer believes that the Company's processing of personal data is not compliant with the legislative requirements in effect.

Datatilsynet	<u>Data controller contact information:</u>
Borgergade 28, 5	Dicentia Studios A/S
1300 København K	Carl Jacobsens Vej 16, opg. 4, 3. floor
	DK-2500 Valby
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