



PERSONAL DATA POLICY

1 INTRODUCTION

iBiz Solutions is the processor of personal data for which you, our customer, is the data controller.

The purpose of this personal data policy (hereinafter the “Personal Data Policy”) is to enable you, to be confident that we, in our capacity as processor of personal data, are processing the information in accordance with applicable privacy legislation.

If you cannot find answers in this Personal Data Policy, please get in touch with us. You will find information about how to contact us under the heading “Contact Information” below.

2 PERSONAL DATA WHICH IS BEING PROCESSED

Personal data means all types of information which can, directly or indirectly, be associated with a living physical person.

The data we process may involve personal data relating to given names and surnames, contact information such as telephone numbers, addresses, postal codes, e-mail addresses, and personal ID numbers, work related information and health information about your employees (hereinafter collectively referred to as “Personal Data”). We will only process Personal Data on documented instructions from you.

3 SENSITIVE PERSONAL DATA IS BEING PROCESSED

Sensitive personal data includes data which reveals race or ethnicity, political views, religious or philosophical beliefs, or membership in a trade union, as well as personal data regarding health or sex life (hereinafter referred to as “Sensitive Personal Data”).

We might process Sensitive Personal Data regarding health in accordance with privacy legislation.

4 WHAT DO WE USE PERSONAL DATA FOR?

The purposes and aims of the processing of the Personal Data are to enable us to fulfil our undertakings under the agreements we have entered and will enter with you.

We will not, without your permission, release the Personal Data which you control to any other party in any way other than as follows from our agreements.

5 INFORMATION TO OTHER PARTIES

Other than as provided in our agreements, we will not share the Personal Data which you control with any third party. An individual or legal entity who directly or indirectly

controls, is controlled by, or is otherwise under the same control as the identified controller of personal data (hereinafter a “Group Company”) is not regarded as a third party. A relevant Group Company which receives Personal Data may process such data from time to time in accordance with the provisions of our agreements.

We will not communicate the Personal Data which you control to any third party (excluding Group Companies) for commercial use.

We may engage sub-processors for services in connection to our services. These sub-processors may process Personal Data and sometimes require limited access to Personal Data which is controlled by you. We will always endeavour to limit such access to Personal Data and only share such information as is reasonably necessary to enable the sub-processors to do their work or provide their services. We will also require these sub-processors to (i) protect the Personal Data in accordance with this Personal Data Policy and (ii) refrain from using or disclosing the Personal Data for any purpose other than providing us with the agreed product or services.

6 TRANSFERS TO THIRD COUNTRIES

We will not transfer Personal Data to any third country (i.e. a country outside of the EU/EEA).

7 AMENDMENTS TO THE PERSONAL DATA POLICY

In the event we need to amend our Personal Data Policy, we will give notice and will provide information regarding the content of the new provisions.

8 DELETION OF DATA

The Personal Data controlled by you will not be stored for longer than is necessary in light of the purposes of the processing and, in general, we will delete Personal Data in the manner which follows from applicable legislation.

9 SECURITY

We take all appropriate technical and organisational security measures which are necessary to the safeguard the Personal Data against unauthorised access, modification, or destruction.

10 CONTACT INFORMATION

If you have any questions regarding our Personal Data Policy or any other question regarding our processing, please feel free to contact us:

Intelligent Business Solutions i Norden AB, reg. no. 556396-9640
<https://www.ibiz-solutions.se/personal-data-policy>