



## Privacy Policy & Data Handling

At **Delsa AB**, we are dedicated to safeguarding your privacy and respecting your personal data. This privacy policy explains how Delsa AB gathers and utilizes personal information related to employees, as well as representatives of our past, current, and potential suppliers, customers, and other business partners. It also details the options available to you regarding the use of your personal data. If you are applying for a job, please refer to our Job Applicant Privacy Policy. Delsa AB is the data controller responsible for processing your personal data as outlined in this document. For any questions or concerns regarding your privacy, feel free to reach out to us at [info@delsa.se](mailto:info@delsa.se).

## Personal Information We Process

Delsa AB may process the following types of personal information about you:

- **Contact Details:** This includes your name, email address, telephone number, and postal address.
- **Individual Data:** Such as your preferred language, photos, and hobbies.
- **Organizational Data:** Including your company name, job title, place of work, and country.
- **Correspondence Data:** Any information provided via email, postal mail, or other communication methods.
- **Event Data:** Information related to event registration, including dietary preferences or allergies.

We may also collect and process other relevant information you share with us, such as details about your interactions with us, including phone calls, email exchanges, or in-person meetings.

## Sensitive Data

Delsa AB will only collect and process sensitive personal information (such as racial or ethnic origin, political views, religion, health status) if there is a legitimate reason for doing so. Since email communications are not always secure, we advise against including sensitive data in your emails to us.

## How We Collect Your Personal Information

- **Information You Provide:** The majority of personal data collected by Delsa AB comes directly from you. You have the option not to provide certain information, but some personal data is necessary for us to effectively engage with you, particularly for business purposes.
- **Information from Third Parties:** Delsa AB may also obtain personal data from your employer or the organization you represent. Additionally, we may collect and update personal data from publicly available sources and other reliable databases.

## How Your Information Will Be Used

Delsa AB processes your personal data for the following purposes:

- **Managing Business Relationships:** Your personal data is used primarily to manage our business relationships with you and the company you represent, including fulfilling our contractual obligations and taking necessary steps before entering into a contract.
- **Promoting and Marketing Services:** We may use your contact information to inform you about our services, send newsletters, promotional materials, and event invitations. If you wish to opt-out of such communications, please contact us at [info@delsa.se](mailto:info@delsa.se).
- **Protecting Legal Interests:** Your information may be used in connection with legal claims, compliance, regulatory and audit functions, as required by law or to protect our legal rights.
- **With Your Consent:** With your consent, we may use your data for purposes not listed above, such as publishing testimonials or customer stories. You have the right to withdraw your consent at any time.



## How We Share Your Information

Delsa AB may share your personal data under the following circumstances:

- **Employees and Consultants:** Your data may be shared with our employees and consultants on a need-to-know basis.
- **Group Companies:** We may transfer personal data to other companies within our corporate group for business-related purposes.
- **Netgroup Collaboration:** In collaboration with Netgroup Engineering, we may share data with affiliated companies to provide services.
- **Suppliers and Subcontractors:** Personal data may be shared with third parties, such as service providers or subcontractors, as required for business purposes.
- **Legal Obligations:** We may disclose data if required by law or legal processes.
- **Business Transfers:** In the event of mergers, acquisitions, or similar business transfers, your data may be shared.

## Where We Process Your Personal Data

Delsa AB strives to process and store personal data within the EU/EEA. However, in certain situations, your data may be transferred outside the EU/EEA. We ensure that appropriate safeguards are in place to protect your data in such scenarios.

## Data Retention

Delsa AB retains personal data only as long as necessary for the purposes for which it was collected, taking into account legal obligations, such as tax and accounting regulations.

## Your Rights

You have the right to request access to your personal data, request corrections, object to processing, and request the deletion of your data under certain conditions. You may also request the transfer of your data to another controller.

## Updating Your Information

Please inform us if there are any changes to your personal information to ensure our records are accurate and up-to-date.

## Changes to This Privacy Policy

As Delsa AB's business evolves, this privacy policy may be updated. Significant changes will be communicated to you, but we encourage you to review this policy periodically.

## Contact Us

Delsa AB is responsible for the processing of your personal data as outlined in this policy and is subject to Swedish and EU data protection laws, including the GDPR. For inquiries, contact us at [info@delsa.se](mailto:info@delsa.se). You also have the right to lodge a complaint with the Swedish Supervisory Authority if you believe we have not complied with our data protection obligations.

You have the right to file a complaint with the *Swedish Supervisory Authority, Integritetsskyddsmyndigheten (IMY)*, if you believe we have not fulfilled our obligations concerning your personal data.

### **Postadress:**

*Integritetsskyddsmyndigheten, Box 8114, 104 20 Stockholm*

*Phone: 08-657 61 00*

*Email: [imy@imy.se](mailto:imy@imy.se)*