



## **PROCESSING OF PERSONAL DATA**

In connection with our case management, we collect and process personal information about customers.

### **Purpose and legal basis for processing your personal information**

We process the collected information for communication with our customers including billing.

We process your personal information either as a result of an agreement with you as a customer, collaborator, employee or colleague.

### **What information**

We process the personal information you provide us with, to a reasonable and businesslike extent. We will typically process ordinary

personal information such as name, address, phone number, e-mail address, and your role in relation to us.

For the sake of remuneration of employees, we register cpr.numbers.

### **Disclosure of personal data**

We do not disclose personal information to third parties, unless necessary for remuneration and/or compliance with legal requirements. In addition, personal data is transferred to partners that process personal data on our behalf and on instructions from us on the basis of data processing agreements.

### **Where your personal information originates from**

The information is collected with the consent of our employees. We may also obtain publicly available information, such as from the Internet, social media, Erhvervsstyrelsen (The Danish Business Authority) or similar places.

### **Storing your personal information**

We store collected personal data to the extent appropriate, as long as we have a business or employment relationship and for a period of 5-10 years after considering the relevance of any subsequent communication.

### **Your rights**

You have a number of rights under the Data Protection Regulation in relation to our processing of information about you.

If you want to use your rights, please contact us.

#### *Right to see information (right of access)*

You are entitled to gain insight in the information that we are processing about you, as well as a number of additional information.

#### *Right to rectification (correction)*

You are entitled to have incorrect information about you corrected.

#### *Right to deletion*

In special cases, you have the right to have information deleted before the general delete.

#### *Right to a limitation of use*

In certain cases, you have the right to limit the processing of your personal information, in which case we may only process the information with your consent, or for the purpose of ensuring legal requirements, to protect a person or important social interests.

#### *Right to object*

In certain cases, you may have the right to object to our processing of your information.

#### *Right to transmit information (data portability)*

In certain cases, you have the right to receive your personal information in a structured, commonly used and machine-readable format, as well as to have these personal data from one data manager to another transferred without hindrance. You can read more about your rights in Datatilsynets/The Data Protection Authority guidance on the registered rights, which you will find at [www.datatilsynet.dk](http://www.datatilsynet.dk)

### **Confidentiality**

We are subject to confidentiality, which means that we only to a limited extent (or not at all) will be able to comply with a counterparty or third party who wishes to gain access.

### **Complaint**

You are entitled to file a complaint to Datatilsynets/The Data Protection Authority if you are dissatisfied with our processing of your personal information. You will find Datatilsynets/The Data Protection Authority's contact information at [www.datatilsynet.dk](http://www.datatilsynet.dk). You can also file a complaint with our compliance responsible Esben Horn.

### **Contact**

Studio MEGATON Aps  
CVR: DK 30 19 58 92  
Ved Slusen 34  
2300 Copenhagen S  
Denmark

Please contact us if you have any questions regarding the use of your personal data or wish to pursue your rights under the Data Protection Regulation.