

Duties of disclosure upon collection of personal data

The reason for this declaration is that we hold some of your personal data. According to the General Data Protection Regulation, we are obliged to inform you when we receive your personal data.

We need to inform you about the following:

- We are "data controller" –how to contact us?
- Categories of personal data
- The purpose and legal basis for processing
- Recipients and categories of recipients
- How your personal data is collected
- Storage of your personal data
- Your rights
- Complaint to the Data Protection Authority

We are the "data-controller" –how to contact us?

We are responsible for the processing of the personal data we have received from you. Please find our contact information below:

Aleks Steen ApS, Sverigesvej 2, DK-8660SkanderborgVAT-code: DK14913882
Phone:+4586520066 Email: bogholderi@aleks-steen.dk

Categories of personal data

We only process ordinary personal data about you related to:

- Name
- Position
- Phone-number
- Email-address

The purpose and legal basis for processing

We process your personal data for the following reasons:

- Counselling, purchase and sales
- Delivery of and receiving products
- Order confirmation and invoicing
- Complaints

We only process the personal data in the extent needed, in order to fulfill the purposes to which the data initially was collected for.

The processing is in accordance with the following legal requirements:

- This processing is necessary to fulfill the legal obligations stated in article 6, section 1, point B in the General Data Protection Regulation.
- The customer / supplier may have given consent to the processing, stated in article 6, section 1, point A and in article 7, section 2, point A in the General Data Protection Regulation.
- This processing is necessary for determining, effectuation of and defending the legal requirements stated in article 9, section 2, point F in the General Data Protection Regulation.

Recipients and categories of recipients

We only share your personal data in the extent that we need to deliver a product or a service.

We share personal data to the following category of recipients:

- Shipping companies

The personal data that we share is:

- The name of the contact person at the receiver

How your personal data is collected

We only process personal data that you have given us.

Storage of your personal data

We keep your personal information for as long as we have an ongoing commercial relationship, hereafter we hold your information for another 5 years according to Danish law.

Your rights

According to the General Data Protection Regulation you have some rights regarding our processing of your personal data. If you want to use your rights, please contact us.

- Right to insight. You have the right to gain insight in our processing of your personal data.
- Right to rectification. You have the right to get inaccurate information about you rectified.
- Right to be deleted. In certain circumstances, you have the right to get your information deleted prior to the predetermined expiration.
- Right to restriction of processing. In certain circumstances, you have the right to get the processing of your personal data restricted. If you use that right, we can only process your data with your consent, except for storing, if processing is necessary for determining, effectuation of and defending the legal requirements or to protect another legal person or important public interests.
- Right to object. In certain circumstances you have the right to object against our legitimate processing of your personal data. Furthermore, you can object against our processing of your data regarding direct marketing.
- Right to data portability. In certain circumstances you have the right to receive your personal data in a structured, commonly used and machine-readable format and you have the right to get the data transferred to another data controller without hindrance.
- Additional information about your rights. You can read more about your rights on this website: www.datatilsynet.dk

If you want to complain

You have the right to file a complaint to the Data Protection Authority, if you are unsatisfied with our processing of your personal data. You will find the contact information on their website: www.datatilsynet.dk