



ORTIC AB has implemented the following procedures for GDPR and we cooperate with subcontractors that meet the requirements for secure data processing according to GDPR.

### **Personal data**

Personal data is all information that can be used to identify an individual. Since we only deal with legal entities (companies), only the work-related personal data is registered. Examples of this are names and contact details - email address, postal address and telephone number through the persons company.

We ensure we always protect your personal information, and that the processing complies with both data protection rules, internal guidelines and routines.

Personal data is being updated and deleted when the person is no longer relevant as a contact.

### **Mailings/mail-list**

You as a customer/supplier/other interested party who receive our newsletter today and who want to continue with this will not have to do anything. However, if you do not want to receive the newsletters, you must notify us on our e-mail address: **info@ortic.se**

We only save mail addresses for these mailings.

### **Customer database/Supplier database**

All information given in connection with orders/purchases is stored in our system in accordance with the Swedish accounting-law for 7 years. After that all data related to natural persons will be deleted, corporate data regarding legal entities are stored further.

### **Who is responsible for the personal information that we collect?**

ORTIC AB, corporate identity number 556636-7172, with address Rågåkersgatan 5, 781 74 BORLÄNGE is responsible for all personal data.

### **From what sources do we retrieve your personal information?**

We only use the information that you provide directly to us.

### **What are your rights as registered?**

We are always transparent about how we treat your personal information and if you want a deeper insight into which personal data we have registered, you may request access to the data. You have the right to rectification. You are entitled to request that your personal information is corrected, if the information is incorrect. Keep in mind that we may have the right to deny your request if there are legal obligations that prevent us from immediately deleting certain personal information. These obligations derive from accounting, tax, banking and money laundering legislation.

### **What does it mean that the Swedish Data Inspectorate is the supervisory authority?**

The Data Inspectorate is responsible for monitoring the application of the law, and the person who considers that a company handles personal data incorrectly is able to file a complaint with the Data Inspectorate.

### **How do you easiest contact us with questions about data protection?**

Since we take data protection very seriously, you can always contact us at [info@ortic.se](mailto:info@ortic.se) or contact your seller/buyer here at Ortic.