

## Integrity Policy

This integrity policy for TeknoDetaljer i Järfälla AB is applicable on customers, suppliers and other stakeholders.

Personal information is all information that direct or indirect together with other information can be connected to a living physical person.

One of TeknoDetaljer's biggest assets is our customers trust. This trust is the foundation of our business. The trust is built on respect and protection of our customers personal integrity.

We maintain this protection by using the information that our customers entrust us on a careful and responsible manner. In every context personal information or other important information may be processed by TeknoDetaljer, proper actions are taken to protect our customers information from unauthorized access, forwarding and destructions. By this policy we want to inform you that we are treating personal information legitimate interest in privacy protection.

### **Customers and suppliers**

To sell our products and services we must collect and use personal information. The information that is collected is needed to enter into agreements with TeknoDetaljer and for TeknoDetaljer to provide its products and services.

TeknoDetaljer is storing the below information:

- Customer/ supplier name
- Customer/ supplier number
- Address
- Contact person, position, e-mail address, telephone number
- VAT-number/company registration number
- Social security number (if the customer/supplier is a physical customer/supplier and not a corporation)

Invoices are stored according to current accounting rules.

The information is saved for as long as there is a need to save them in order to fulfill the information's purposes. TeknoDetaljer will save information for a longer period of time if there is a legal demand to save them.

The information could also be used as for marketing-, customer-, statistics- and business analysis related to purchase of products and services.

### **Employees**

Handling of personal information related to employees is described in a separate policy: "Personuppgiftspolicy för anställda".

### **Protection of personal information**

TeknoDetaljer has taken appropriate technical precautions to protect personal information against abuse, unauthorized access, disclosure, change and destruction.

In order to ensure that personal information is processed in a safe and confidential manner, we use data networks that are infringed, including firewalls and password protection according to industry standard.

### **Contact information**

TeknoDetaljer i Järfälla AB, org. nr. 556257-3310, with address Saldovägen 9B, 175 62 Järfälla is responsible for handling of the personal information.



Cecilia Hägglöf, CEO

Järfälla May 25, 2018