

## **Integrity policy**

Elmo is protecting your integrity of the information we have about you. In our integrity policy, we are describing how we are processing personal data.

### **What is personal data and what means processing of personal data?**

Personal data is the information that, direct or indirect, can identify a living person. Example of personal data is name, address, phone number or e-mail address. Personal data is as well information such as IP-number or user behavior in combination with other information used to identify you. The processing of personal data includes all handling of personal data, for example: collecting, forwarding, analyzing, registration and storage.

### **Who is responsible for the personal data?**

Elmo Sweden AB, org. No. 556821-5874, is responsible for personal data and that processing of the personal data are according to Swedish law.

### **What personal data are we processing?**

In your contact with Elmo you are leaving certain information to us. Elmo is processing personal data such as name, address, e-mail address etc.

### **Why are we handling personal data?**

Elmo is basing our processing of personal data on legal and business requirements. For example, we are processing personal data in connection with preparation of agreements (with potential customers, suppliers and partners). Personal data about our customers that are private individuals is processed to meet our requirements according to agreements with the registered such as handling of payments, deliveries, complaints and guarantee errands.

One part of the personal data processing is based on so-called weighing of interests. Example of that is our personal data handling of business contacts, which we register to maintain a contact list. This process is based on our legitimate interest to maintain business relations and to communicate with them who have registered. We are considering this interest being stronger than the interest to protect the personal integrity of the registered. Personal data will only be processed for the intended purpose and only while the registered is a business contact.

### **Who can gain access to your personal data?**

Elmo will process your personal data. In addition to that, your personal data may be shared with third party that are processing personal data on our behalf, so-called personal data assistants. For example, our IT-suppliers may get access to your personal data.

**How long are we saving your personal data?**

We are never processing your personal data longer time than necessary to achieve the purpose that we have with your personal data and allowed according to law, regulations, praxis or official decision.

**How long are we protecting your personal data?**

We are continuously working on that all technical and organizational measurements are taken to protect your personal data and secure that the processing is done according to valid laws.

**What rights do you have as registered?**

As registered at Elmo, you can get information about your personal data as well as how your data is processed.

*Right to access:* According to the current data protection legislation you have the right to gain access to which personal data we are processing.

*Rights to correction:* If information about you are incorrect, incomplete or irrelevant you have the right to ask for correction of your personal data.

*Right to revocation:* At any given time, you have the right to revoke your concurrence of processing your personnel data, which has effect as soon as your revocation is done. You have also the right to object to the processing of your personal data for direct marketing.

*Right to be forgotten:* Under certain circumstances, you have also the right to request that your personal data is deleted or limited or object to our processing.

*Format on the information:* Under certain circumstances, you have the right to receive the personal data related to you in a structured format, i.e. in a format that is general used and machine-readable.

*Complaints:* If you have any complaints, regarding our processing of your personal data you have the right to send your complaints to the Swedish Data Inspection or other authorized regulatory agency that practice supervision of how company is processing personal data.

**Whom will I contact if I have questions?**

If you want to exercise your rights according to above or want to contact us regarding our processing of your personal data, please contact us at [info@elmoleather.com](mailto:info@elmoleather.com).