

The Auto-Maskin AS privacy policy

Processing of your personal data

Auto-Maskin AS, Reg. No. 921 853 181 of Norway (the “Company”) takes all necessary measures to ensure that personal data concerning our contacts is processed by us in a lawful, fair, and transparent manner.

When you use our various services, we collect your personal data. The Company is consequently the data controller of your personal data and processes it in accordance with this privacy policy. This privacy policy explains your rights regarding the Company's processing of your personal data and how you can exercise those rights.

The Company is committed to protecting your personal data, and it is important to the Company to ensure that it is processed securely. We comply with all applicable laws and rules that exist to protect the privacy of individuals, including the [Norwegian Personal Data Act](#) (No.: *Datatilsynet*) and such other laws or regulation that implements the EU Data Protection Directive 95/46/EC, the Electronic Communications Directive 2002/58/EC and the EU General Data Protection Regulation 2016/679 (GDPR) and any changes, amendments or regulations that replace such laws and regulations. We use appropriate technical and organisational measures in line with the volume and sensitivity of the personal data.

It is important that you read and understand this privacy policy before you use any of the Company's services. You should not use any of our services if you do not approve of this privacy policy.

Some pages on our website may contain links to third-party websites. These websites have their own privacy policies, and the Company is not responsible for their operations or their information policies. Any user who sends information to or through these third-party websites should review the privacy policies posted on those websites before transferring any personal data to them.

What personal data do we collect, and from where?

If you place an order with our company or otherwise use our services, you may provide information to us that is considered personal data under applicable data protection laws.

The types of personal data that we collect may, depending on the context, include:

- name and contact information, including address, mobile number and email address;
- personal identity number;

- delivery and billing information, payment information and other information that you provide in connection with the purchase or delivery of a product or service;
- different kinds of demographic information;
- information about preferences and interests based on the use of the Company's websites;
- username and password for our services;
- other information that is relevant for customer surveys, advertisement/marketing or offers; and/or
- other user-generated information that you actively choose to share through our websites.

We may collect your personal data from the following sources:

- any of Auto-Maskin's websites, e.g. when you order a product or subscribe to our newsletter;
- from third parties in the form of group companies, or companies that the Company engages for the purpose of enriching its customer database.

Why do we process your personal data?

If you have ordered a product, you have entered into an agreement with the Company. As a result, we process your personal data to manage your purchase or order and deliver the service or product you have ordered.

In addition to processing your personal data to complete your purchase of products or services, the Company may use your personal data for other purposes, based on other legal grounds, as set out below:

- **Performance of a contract:** For the handling and administration of purchases, deliveries of products, to make payments, as well as to give you access to the Company's websites and the services (*inter alia* customer support) provided there.
- **Consent:** Direct marketing (by regular mail and email), customer surveys, customer support and newsletters.
- **Compliance with legal obligations:** We retain invoice documentation in accordance with applicable accounting laws and regulations.
- **Legitimate interest:** In order to be able to provide, carry out and improve our commitments, products and services, it is necessary for us to process personal data in some other cases as well, e.g. by analysing our customers' buying patterns in order to provide them with relevant information and marketing, as well as for statistical purposes.
- **Profiling**

If a service we provide requires your consent, we will always explicitly ask for it for that service and for the processing of your personal data. For example, we will ask for your

consent if you would like to subscribe to any of the Company's newsletters or if you would like to create an account on any of the Company's websites.

In connection with your giving of consent, you will have to confirm that you have read this privacy policy and that you consent to the processing of your personal data as described herein.

Retention of personal data

The Company takes all reasonable steps to ensure that your personal data is processed and stored securely. Your personal data will be processed by us during the following time periods:

- **Performance of a contract:** Personal data (name, personal identity number, address, telephone number, email, billing and delivery information) which is submitted to the Company in connection with the order of products or services is stored for as long as necessary in order for the Company's performance of the agreement with you. This includes, among other things, fulfilling delivery or warranty commitments.
- **Legal obligation:** The Company saves any documentation that constitutes accounting information in accordance with applicable accounting legislation.
- **Consent:** In cases where we process your personal data with your consent, we will retain it only for as long as you have given your consent.
- **Direct marketing:** We may process your personal data for direct marketing purposes for up to five (5) years after the end of your customer relationship, unless you object to its use for direct marketing.
- **Job applicants:** Your personal data will never be stored longer than the current year, plus an additional five (5) years.
- **Service and Support requests:** Your personal data will never be stored longer than the current year, plus an additional five (5) years.

Transfer of personal data

Personal data about our customers is an important part of the Company's operations, and we do not sell such data to anyone. We only transfer personal data as described below. We always exercise great caution when transferring your personal data, and it is transferred only in accordance with this privacy policy and after appropriate security measures are taken.

- **Partners outside the group of companies that the Company belongs to:** Our partners, i.e. companies outside the group of companies that the Company belongs to and which are approved by the Company, may get access to your personal data for the purpose of giving you access to targeted information and offers about products and services.

- **Matching with private and public records:** The Company may enrich your personal data with additional information by collecting data from other private and public records. In this way, your personal data may be enriched and updated.
- **Business transactions:** If all or part of the Company's operations is sold or integrated with any other business, operation, or company, your personal data may be disclosed to our advisors, potential buyers, and their advisors, and transferred to the new owners of the operation.
- **Legal obligations:** Your personal data may also be disclosed for the purpose of the Company's compliance with certain legal obligations, and it may be transferred to the Police and other relevant public authorities when permitted and required by law.

The type of transfers mentioned above may only be carried out to companies within the EU or EEA (i.e. all EU member states and Iceland, Norway and Liechtenstein).

Withdrawal of consent

In the event that we process your personal data with your consent, e.g., for newsletter subscriptions, you may withdraw your consent at any time. Such withdrawal may be made in whole or in part. If you do not wish to receive the newsletter from us, you may withdraw your consent by contacting customer service or, if sent by email, through a link in that email. By clicking this link, you will be able to manage your subscription to the newsletters sent by email from the Company.

If you withdraw your consent with respect to the use or disclosure of your personal data for other purposes stated in this privacy policy, we may no longer be able to continue to give you access to our websites or provide customer service or other services being offered to our users and permitted under this privacy policy.

Your rights

You have the right to request information about the personal data we are processing concerning you and how it is used by contacting us in writing (see contact details below). You can change your personal details at any time in your account settings online if you have an account on any of our websites, or by contacting customer service (contact details below). You are also entitled to request correction of incorrect, incomplete or ambiguous personal data concerning you by contacting customer service. For the protection of your privacy and personal data, we may require you to identify yourself in connection with our assistance.

In accordance with applicable data protection laws, you also have the right to request that your personal data be erased or that the processing of your personal data be restricted. In certain situations, you also have the right to object to the processing of your personal data and request that your personal data be transmitted in an electronic format.

Cookies

The Company uses so-called cookies on our websites. A cookie is a small text file sent from a website to your web browser. The cookie cannot identify you personally; it only identifies the web browser installed on your computer and the browser you use when visiting the webpage. Consequently, different cookies are saved on different computers when you use different computers to visit our websites. Cookies do not carry viruses and cannot destroy any other information stored on your computer.

Cookies are usually categorised by origin and by whether they are stored in your web browser. Cookies can be sent to you by the website you visit (i.e., first-party cookies) or by another organisation that delivers services to the current website, such as an analytics or statistics company (i.e., *third-party cookies*). Cookies can also be divided into *session cookies* and *permanent cookies*.

A session cookie is sent to your computer so that the web pages can function properly during your visit, but it is erased when you close down your web browser. The function of a session cookie, for example, is to be activated when you return to a previously visited part of the website, thereby facilitating your navigation. A permanent cookie, on the other hand, is stored in your web browser and thus allows a web page to recognise your computer later, even if you turn off your computer or log out between visits. The cookie is stored for a set time and is then deleted.

The Company uses both session cookies and permanent cookies on our website. Both types of cookies are primarily needed for the functionality of our services, to help us improve our delivery of products and services, to provide you with additional functionality, or to help us provide you with relevant and customised advertising/marketing. Furthermore, the Company uses third-party cookies from Google Analytics to assess how to best adapt and develop the information on the Company's website.

Most web browsers have a default setting that accepts the use of cookies. You can easily prevent the Company's websites from storing cookies on your computer by setting your web browser to block cookies or to erase any cookies already stored on your computer. Please note that if you choose not to allow cookies, some functionality on our websites may be affected, and some services may not be provided. How to erase or change cookie settings is stated in the instructions for your web browser or in the utility function available in the browser.

Changes to the privacy policy

Please note that the terms of the privacy policy may be changed or amended. Any new version will be published on the Company's website. Consequently, you should review these terms regularly to ensure you are satisfied with the changes. In case of any material

changes, we will, however, email you, if you have given us your email address, to make you aware of them.

If the changes concern the processing of personal data we carry out with your consent, we will give you the opportunity to provide your consent to the processing again under the new terms presented.

Contact us

If you have any questions related to this privacy policy, if you suspect that a breach of this privacy policy has occurred, or if you would like to contact us for any reason stated in this privacy policy, please contact us at the contact details provided below.

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