

## PRIVACY POLICY

### OF BYGG- OCH MILJÖTEKNIK GRANAB AB

#### Parties and responsibility for the processing of personal data

Bygg- och Miljöteknik GRANAB AB, 556547-0803, Åkerigatan 2, 447 37 Vårgårda, Sweden (hereinafter referred to as Granab) is the data controller for the processing of personal data that takes place within the framework of the company's operations.

#### Why does Granab process personal data?

In order for Granab to conduct its business, personal data is processed for various purposes linked to the business.

Granab processes personal data in order to provide you with our services and products, i.e. to enter into or fulfil an agreement with you as a customer. Granab also processes personal data to enable communication with you as a customer, potential customer and / or have another relevant role linked to the projects that Granab is involved in.

#### What data does Granab collect about you – and why?

In order to enter into and fulfil agreements with you, we need information about your first name, last name, e-mail address, telephone number, address and other contact details. We do not access your personal data in any other way than the following:

- Your provision.
- Provision by another person, linked to relevant projects.
- Signing up to receive newsletters.
- Visiting [www.granab.se](http://www.granab.se)

Unless you have given us your consent, we will not use your personal data for marketing purposes.

#### How do we protect your personal data?

Granab has taken appropriate technical, organisational and administrative security measures to protect your personal data from unauthorised access and other unlawful processing. We regularly analyse and evaluate these measures to ensure that the protection of your data is as secure as possible.

#### Who do we disclose your data to?

We do not disclose your data to other companies or organisations unless required by law or necessary for the performance of our legal or contractual obligations to you.



Address  
Åkerigatan 2 | S-447 37 Vårgårda | Sweden



E-mail  
[epost@granab.se](mailto:epost@granab.se)



Phone  
+46 (0) 322-66-76-50

We may disclose your personal data to any of our partners, suppliers or subcontractors, but only if it is necessary for us to fulfil our obligations to you as a customer. We never disclose more personal data than is necessary.

When required by law, we may need to disclose your data to authorities and other organisations. We may also need to disclose your data if it is necessary for the exercise, establishment or defence of our legal claims.

Unless you have given us your consent, we will never disclose your personal data to other companies or organisations for marketing purposes.

## On what legal basis do we process personal data about you?

We only process the personal data we need to perform our services or deliver our products to you, i.e. when we enter into or fulfil a contract with you. To the extent that we process additional data, we will obtain your consent or ensure that the processing is authorised by another legal basis.

## How long do we process your data?

We save data about you as a customer for the duration of the agreement with you and for a reasonable time thereafter. As Granab offers a unique product that is installed in buildings intended for long-term use, it may be necessary to retain the data for a longer period of time to ensure the quality of our products in terms of acoustics and load-bearing capacity.

## Your rights

When we process personal data about you, you as a data subject have several rights. You have the right to contact us at any time regarding these, and if you want to exercise any of the rights described below, you can reach us most easily at [epost@granab.se](mailto:epost@granab.se).

We reserve the right to take appropriate protection and security measures to ensure that you are who you say you are when you contact us. If you cannot credibly prove your identity, we may not be able to fulfil your request.

### *Access to personal data*

You have the right to know what personal data we process about you. If you want to know, you can obtain from us a summary of the personal data we process about you.



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### *Rectification and erasure*

If we process your personal data incorrectly or if we no longer need it, you have the right to have it deleted. If the data is incomplete, you have the right to have it completed. Please note that requesting the deletion of your personal data may not allow us to fulfil our services to you.

### *Data portability*

Under certain circumstances, you have the right to receive the data we process about you in a commonly used, written, machine-readable and structured format. You have this right in relation to personal data that you have provided to us and that we process on the basis of your consent or where the personal data is necessary for entering into or performing a contract with you.

### *Restriction of processing*

Under certain circumstances, you have the right to request that we restrict our processing of your data. This means that we will mark the data so that in future we only process it for certain specific purposes. Restricting the processing of your personal data may not allow us to provide you with our services.

### *Right to object*

You have the right to object to the processing of personal data carried out for the performance of a task carried out in the public interest, in the exercise of official authority or following a balancing of interests. We do not process your personal data for any of these purposes or on any of these grounds. Therefore, you cannot object to our processing on this basis.

### *Right to lodge a complaint*

You have the right to lodge a complaint with the Data Protection Authority if you believe that we are processing your personal data incorrectly. You can read more about this on the website of the Authority [www.Integritetsskyddsmyndigheten.se](http://www.Integritetsskyddsmyndigheten.se).

## **How to contact us**

You can contact us at any time by writing to [epost@granab.se](mailto:epost@granab.se) or by calling us on +46 (0) 322-66-76-50 if you want to know more about how we process your personal data. You can also read more about us on our website [www.granab.se](http://www.granab.se).



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