

Privacy Policy GDPR

The following policy has been established for Nova Åkeri AB, hereinafter referred to as "the company".

- **Background**

The company's privacy policy must clarify how we process your personal data. Our starting point is not to process more personal data than is necessary for the purpose, and we always strive to use the least privacy-sensitive data.

We need your personal data to be able to fulfill our obligations to you, for example in terms of personnel administration, meeting legal requirements and meeting customer requirements.

- **Purpose**

We protect your privacy. You should be able to feel safe when you entrust us with your personal data. That is why we have established this policy. It is based on current data protection legislation and clarifies how we work to safeguard your rights and your privacy.

The purpose of this policy is for you to know how we process your personal data, what we use it for, who may access it and under what conditions, and how you can exercise your rights.

- **Background**

Guidelines

What personal data do we process?

We only process personal data where we have a legal basis. We do not process personal data other than when it is needed to fulfill obligations according to law or agreement. Here are examples of the personal data we process:

- Name
- Address
- Email address
- Telephone number
- Date of birth
- Title
- Username
- Photographs
- Bank account number
- Information that you provide voluntarily
- Data that you publish yourself

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How do we get access to your personal data?

Via a signed employment contract, from customers when ordering an assignment and from suppliers when an invoice is received.

What information do we provide to you as an employee?

When signing the employment contract, we inform you about what we will use them for, what rights you have according to data protection legislation and how you can take advantage of these. You will also be informed about who is responsible for personal data processing and how you can contact us if you have questions or need to submit a request regarding your personal data and/or rights.

Is your personal data processed in a reassuring manner?

We have developed routines and working methods to ensure that your personal data is handled securely. The starting point is that only employees and other people within the organization who need the personal data to perform their tasks should have access to it.

We do not transfer personal data in cases other than those expressly stated in this policy.

When do we release your personal data?

Our starting point is not to disclose your personal data to third parties if you have not consented to it or if it is not necessary to fulfill our obligations according to law or agreement. In cases where we disclose personal data to third parties, we draw up confidentiality agreements and ensure that the personal data is processed in a reassuring manner.