

Privacy policy

Dynea AS and its subsidiaries

Introduction

This privacy notice has been prepared by Dynea AS ("**we**" or "**us**") to ensure that you receive the information we are required to provide you, and which is necessary for you to exercise your rights under the General Data Protection Regulation (EU Regulation 2016/679 – the "**GDPR**"). We have the role of data controller with regards to the processing of personal data described in this privacy statement.

Data subjects

This privacy statement applies to our processing of the following persons' personal data (Business contacts):

- Customer's contact persons
- Supplier's contact persons
- Partner's contact persons
- Potential customer's contact persons
- Business associates' contact persons
- Job applicants

1 Personal data

Personal Data is any information related to a person that can be used to directly or indirectly identify the person. Personal Data does not include anonymous or non-personal information, i.e., information that cannot be associated with or tracked back to a specific individual.

Dynea may collect the following data from our Data subjects in conducting our business

- Name of contact of person
- Addresses of contacts' company
- E-mails
- Telephone numbers

2 Purpose and legal basis

Below we have listed the purposes for our processing of personal data and the legal basis for such processing.

2.1 Contractual obligations and relation management

In order to fulfil our contractual obligations, as well as receiving, delivering and further developing products and services, it is necessary for us to process some of your personal data.

The purpose of Dynea's processing of personal data of Business contacts is to be able to enter and maintain customer-, partner- and supplier contracts, to carry out the services as provided in the contracts, as well as conducting further development of products and services. Contact information may be used in activities such as collecting and processing data prior to providing an offer, maintaining and promoting contact with Business contacts in i.e., business meetings and notes, e-mail and other communication, handling orders and recalls, providing customer service, performing analysis of market surveys and marketing strategies in turn to perform adequate further development of products and services. This processing is necessary to fulfil our contractual obligations and be a partner in developing the business further and moreover serves a legitimate purpose.

Thus, the processing of data has its legal basis in GDPR article 6 no. 1 (b) or (f).

2.2 Legal obligations

Where permitted or required by applicable law or regulatory requirements, Dynea may collect information about you without your knowledge or consent. This may also apply related to Health, Safety and Emergency procedures or in order to protect vital interests of Employees or Data Subjects.

2.3 Marketing

Our marketing is mostly general and does not involve any processing of personal data. However, in connection with fairs we sometimes collect personal data on potential customers' contact person in order to follow up the initial interest. If the initial interest disappears, our marketing ceases. The processing of personal data will happen in connection with collecting, checking and processing data prior to providing you an offer. This processing of data will be based on your consent and moreover serves a legitimate purpose. Thus, the processing of data has its legal basis in GDPR article 6 no. 1 (a) or (f).

3 Job applicants

In connection with recruitment and processing of job applications, we will process certain personal data, such as name and address, date of birth, e-mail, telephone number, CV and other information from the application. Our legal basis for this processing will be either a consent from the applicant, cf. GDPR article 6 no. 1 (a), fulfilment of agreement with a job applicant, or for implementing measures upon the job applicant's request prior to entering into agreement, cf. GDPR article 6 (1) (b).

4 Parties with whom we share personal data

When we share Personal Data with external parties, we require that the external party enters into a Data Processing Agreement (DPA) in compliance with the GDPR. Such parties may only use or disclose Personal Data in a manner consistent with the use and disclosure provisions of this Privacy Statement. Such external parties may be:

Our **IT service providers**, which may have access to personal data if the personal data is stored by the service provider or in any other way accessible to the provider according to their contract with us.

Our **auditors and legal advisors**, which may get access to personal data where necessary. The auditors and legal advisors will act as processors if we share personal data with them. The processing will always be based on a data processing and shall not process personal data beyond what follows from this agreement.

With your consent where such consent is required by law.

5 Storage of personal data

Except as otherwise permitted or required by laws or regulations, Dynea endeavours to retain your Personal Data only for as long as we believe is necessary to fulfil the purposes for which the Personal Data was collected. We may, instead of destroying or erasing your Personal Data, make it anonymous so that it cannot be associated with or tracked back to you.

6 Your rights

You hold the rights to any personal data that pertains to you. Your specific rights depend upon the circumstances in question.

Retraction of consent: If you have consented to any processing of personal data, ref article 7, you may at any time contact us and retract your consent to this processing.

Request access to information: You have the right to request information on the personal data pertaining to you we have on file, as long as this does not conflict with the duty of confidentiality. In order to ensure that personal data is handed over to the right individual, we may require a written motion for access to information, or that ID is confirmed in another way.

Request correction or deletion of information: You may request that we correct incorrect information regarding you or that we delete your personal data. We will to the best of our abilities comply with a request of deleting personal data, but we cannot comply if there are strong reasons for not deleting it, for example if we need to store the data for documentation reasons.

Complaint to the regulatory authority: If you disagree with the way we process your personal data, you can submit a complaint to the Norwegian Data Protection Authority.

7 Security

We have established procedures for handling personal data in a secure manner. The measures are of both technical and organizational nature. We regularly assess the security of all key systems that are used for handling personal data, and agreements are in place that impose providers of such systems to ensure adequate information security.

Access to personal data is limited to personnel that needs access in order to execute their assignments.

8 Cookies

A cookie is a file that is stored in your browser and let the website recognize the browser from time to time. On our website, dynea.com we do not collect cookies. For dynoadd.com and Dynoadd.cn, we collect cookies related to sample shipments only. When you visit our Dynoadd.com website, a pop-up box will appear, and you will be asked to either accept or decline the specified cookies. Please note that if you do not accept our use of cookies, it may result that the services do not work.

You may withdraw your consent to the use of cookies at any time. If you do not want the cookies to be stored, you may alter the settings in your browser. You may also delete existing cookies. If you choose to delete or not accept cookies, you may experience, as mentioned above, a reduced functionality on our website.

9 Changes to the privacy statement

We may make slight adjustments to this privacy statement. You can always find our latest version on our website. We will notify you in case of any material changes.

10 Contact us

If you have any questions or comments to our privacy statement, or want to exercise your rights, please contact us at:

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