### **GDPR**

The EU's new General Data Protection Regulation (GDPR) came into force on 25 May 2018 and imposes stricter requirements on the handling of personal data. The Data Protection Regulation strengthens personal privacy and the right to the protection of personal data. In order for us to provide clear information on how we process personal data, here is our privacy policy:

## What is personal information?

A personal data is any information that can be associated with a person such as pictures, address and telephone number.

# How do we handle personal data?

At Eupac Sales AB and Eupac AB we handle the information in our accounting program Pyramid, in our salary program Hogia Lön and in some cases in physical bindings where there are registers of employees, customers and suppliers. These include among others names, social security numbers, addresses, telephone numbers and e-mail addresses. In our salary program Hogia Lön we store information about our employees' names, social security numbers, addresses, telephone numbers and e-mail addresses in order to be able to pay salary.

We may register your personal information when you contact us by phone, letter or email. We can also obtain information through visits to our website or during visits to trade fairs. This is done so that we can handle your case or answer your question in the best way.

## Why do we store personal data?

The information is stored in our customer / supplier register so that we can maintain a secure customer / supplier relationship, ensure good service and good follow-up. We also use contact information and personal information for persons at our suppliers and customers to communicate purchases, price inquiries and technical issues. The information is also used in accounting and at the time of audit. When hiring, the employee is informed about the types of information we store about our staff and why.

# How long do we store personal data?

We store accounting information in accordance with the Accounting Act, up to and including the seventh year after the end of the calendar year in which the financial year ended. We do not store personal data longer than we need based on legal requirements and / or legitimate interest.

You have the right at any time to withdraw a consent for the processing of personal data by contacting us.

## **Our Website**

Our website contains links to other websites. We are not responsible for the content of these websites or their processing of personal data.

### How to contact us

If you have any questions regarding our handling of your personal information, please contact us at eupac@eupac.se