

# Personal Data Policy for TWT A/S Fabriksvej 6, Vester Lyby 7800 Skive

## Introduction

This Personal Data Policy applies to collecting and handling of your personal data in connection with enquiries, offers, purchase, handling of tasks, board of directors or employment at **TWT A/S**.

When giving your personal data to **TWT A/S** via mail, electronically, phone or directly – you accept - that your personal data is stored and handled in order for **TWT A/S** to fulfill your enquiry, offer, purchase, service, task or employment in the best possible way.

## TWT A/S - Profile

TWT A/S was established in 1997 by Werner Jørgensen and Torben E. Jensen (Torben & Werner Tooling) both have a solid background in the industry with extensive experience in tool design and manufacturing of die casting tools.

Until now TWT has been responsible for the construction of more than 1,500 tools, which have mainly been delivered to Danish foundries.

The company is located in its own production premises with an area of approx. 1000 m<sup>2</sup>, the location is 7 km north of Skive on route A26. The company currently employs 12 people, of which 2 are apprentices, this small homogeneous group makes the company very flexible and adaptable, which enables the solution of urgent tasks for the company's customers, it also provides an opportunity to minimize lead times on projects. On the current production equipment it is possible to build tools of up to 4 tons, individual tool parts can be machined up to 1250 x 1250 mm in one clamping.

## We take care of your Personal Data!

With this Personal Data Policy **TWT A/S** wants to show:

- How we obtain the highest level of security for our customers, vendors, board of directors, and employees regarding handling and protection of personal data
- How we provide a clear overall picture of how we handle your personal data

## Data Controller

Werner Jørgensen and Torben E. Jensen are the owners of the company **TWT A/S** and hereby the data controller of the company. Contact Information – see below:

TWT A/S Fabriksvej 6, Vester Lyby 7800 Skive CVR.: 20213000 Telefon: +45 97 58 57 56 E-mail: <a href="mailto:tw@tw.dk">tw@tw.dk</a>	Werner Jørgensen Telefon: +45 97 58 57 56 Mobil: +45 20 31 58 57 E-mail: <a href="mailto:wj@tw.dk">wj@tw.dk</a>  Torben Engberg Jensen Telefon: +45 97 58 57 56 Mobil: +45 20 33 58 57 E-mail: <a href="mailto:tej@tw.dk">tej@tw.dk</a>
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**TWT A/S** handles personal data according to the EU General Data Protection Regulation (GDPR).

When giving your personal data, you at the same time give **TWT A/S** your consent to handle your personal data.

## TWT A/S collects the following personal data.

### Customers

- Common personal data: Name, address, phone number, mobile, e-mail address, customer/vendor number, CVR number, contact information, purchase history, payment information, contact information for contact persons.

### Suppliers

- Common personal data: Name, address, phone number, mobile, e-mail address, customer/vendor number, CVR number, contact information, purchase history, payment information, contact information for contact persons.

### Employees

- Common personal data information before, under, and after employment including contractual obligations in connection with terms of employment.
- Sensitive personal data only collected when necessary.
- Confidential personal data before, under, and after employment

### Board of Directors

- Common personal data information before, under, and after board position including contractual obligations in connection with the board position.

## Purpose

**TWT A/S** collects only personal information necessary for handling of customers, vendors board of directors and employees.

Examples of which information **TWT A/S** collects:

- Contact information for customers/vendors
- Handling of jobs/tasks for customers
- Customer/vendor handling
- Invoice information
- Compliance with legal requirements
- Legal and contractual information regarding employees
- Contact information and other necessary information regarding board of directors

## Deleting Personal Information

**TWT A/S** will delete your personal information, when **TWT A/S** has no further legal obligation or when there no longer is a purpose for storing the information.

## Sharing Personal Information

**TWT A/S** will not share personal information with anyone outside **TWT A/S**.

**TWT A/S** are using data controllers for backup and handling of data. These data controllers only handle information on behalf of **TWT A/S** and are not allowed to use the data for own purposes. Contracts are made with all data controllers, and data controllers are checked continuously to secure compliance with EU General Data Protection Regulation.

In certain cases, **TWT A/S** may also be obliged to share personal information according to legislation or based on a public authority decision.

## If you apply for a job

When applying for a job with **TWT A/S** we will process your application to find out whether **TWT A/S** will offer you employment, and for communication with you during the recruitment process.

Only relevant employees from management and HR will have access to see the application and your personal information.

If **TWT A/S** wants to file applications from candidates, who are not employed, **TWT A/S** will obtain consent from the applicant to file the application for max. 6 months (after the date of rejection). All data will be deleted after 6 months.

## Security

**TWT A/S** has taken all necessary technical and organizational precautions against personal data being accidental or illegal deleted, being published, being lost, being degraded, or any

unauthorized person gaining access or knowledge to it, being misused, or being handled against legal compliance.

Personal information and handling of personal data are only done according to EU General Data Protection Regulation.

## Cookies

**TWT A/S** do not use cookies.

## Legal Basis

Below **TWT A/S** accounts for the legal basis for processing customers, vendors, board of directors, and employee data:

- Compliance of a contract
- Handling of legitimate interests
- Consents
- contractual obligations
- Terms of interest

## Your Rights

In accordance with the EU General Data Protection Regulation, you have a number of rights regarding your personal data. These rights are as follows:

- You have the right to get insight of your personal data stored
- You have the right to get a copy of your personal data
- You have the right to get your personal data corrected and updated
- You have the right to get your personal data deleted or "to be forgotten"

Note!

If you wish to have your personal data deleted **TWT A/S** will delete them, unless **TWT A/S** is legally obliged to store the personal data

- You have the right to withdraw your consent if the processing of your personal data is based on your consent, unless **TWT A/S** is legally obliged to process the personal data
- You have the right to receive or get your personal data transferred in a structured, commonly used, and machine-readable format (Data Portability)
- You have the right to get informed if any security breaches at **TWT A/S**
- You have the right to complain about the handling of your personal data at **TWT A/S**
- You have the right to complain about the handling of your personal data at **TWT A/S** to Datatilsynet

## Insight, Receipt, and Transfer

If you have requested any rights from above list, **TWT A/S** has 4 weeks to update, delete, forward or transfer the information. The request must be signed by you and must include your name, address, phone number, e-mail address, and copy of your passport or driver's license.

**TWT A/S** may reject requests, which are: unreasonably repetitive, require disproportionate technical action, affect the protection of other people's personal information, or including situations where the desired action is considered excessively complicated.

## Contact

If you have any questions, comments, or complaints to **TWT A/S**'s handling of personal information, please contact:

TWT A/S

Fabriksvej 6, Vester Lyby

7800 Skive

CVR.: 20213000

Telefon: +45 97 58 57 56

E-mail: [twt@twt.dk](mailto:twt@twt.dk)

## DPO:

Karin Wiinberg Olesen

Telefon: +45 97 58 57 56

Mobil: +45 21 74 40 18

E-mail: [kwo@twt.dk](mailto:kwo@twt.dk)

Should this not clarify the matter, you may register a complaint with Datatilsynet (the Danish Data Protection Agency). For contact information see: [www.datatilsynet.dk](http://www.datatilsynet.dk).