

# Privacy Statement Soiltech AS

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## 1 Purpose

The purpose of this statement is to ensure that Soiltech (the “Company”) processes personal information in accordance with the principles of GDPR:

- Personal information shall only be collected for specified, explicit and legitimate purposes.
- Personal information shall not be processed in any way incompatible with these purposes.
- Personal information must be relevant and limited to what is necessary in relation to its purpose. When personal information is no longer required for specified purposes, they shall be deleted or anonymized as described in this statement.
- Personal information must be accurate and, when necessary, kept up to date. The data shall be corrected or deleted immediately when not updated.
- Personal information shall not be kept in an identifiable form for longer than what is necessary for the purposes for which the data is processed.
- Personal information shall be secured by means of technical and organizational measures against unauthorized or illegal treatment, and against accidental loss, destruction, or damage.

## 2 Scope

The statement applies to all the Company’s locations and all personal information related to the Company.

## 3 Definitions

GDPR	The General Data Protection (GDPR) concerns individual’s rights and assurances that personal information the company has a legitimate need to collect, and use will not be used for other purposes
Personal information	Any information that can be directly or indirectly associated with a person.
Sensitive personal information	Health, union membership, political opinion, genetic and biometric data, etc
Data processor	Processes personal information on behalf of the Company, including suppliers and subcontractors
Data responsible	The Company Responsible for compliance with the guidelines.

## 4 Responsibility and authority

The VP People & Organization is responsible for developing, implementing, and maintaining this procedure.

## 5 Personal Data

### 5.1 Data controller

Soiltech AS, by the chief executive officer (CEO), is responsible for processing the Company's personal data. The daily follow-up can be delegated. The delegation only covers the tasks and not the responsibility.

### 5.2 Personal data stored

We store name, address, telephone number and email address about our customers and suppliers.

### 5.3 Purpose of the processing

We process the information to fulfil our obligations according to agreement. We provide customers and suppliers with information related to quotations, offers, and services in connection with contracts, via e-mail, telephone, texting and postal mailings.

### 5.4 The basis of the processing

Information about name, address, telephone, e-mail address is used to fulfil any relevant contract or purchased order. The basis for this processing is Article 6(1)(b) of the General Data Protection Regulation, and the General Data Protection Regulation Article 6 (1)(a). You may at any time choose not to providing or receiving such information from us.

Subject to consent, purchase history and behavioural patterns may be used to provide recommendations and advertising specially directed to clients. The basis for this processing is the General Data Protection Regulation Article 6(1)(a). You may withdraw your consent to such use of information at any time.

### 5.5 Collection of personal data

#### 5.5.1 From our web site

Soiltech AS has the day-to-day responsibility for processing personal data on our web page. We also develop, process, and maintains the website.

WordPress supplies publishing tools for our website. Information on our website is subject to [WordPress Privacy Policy](#). Only Soiltech AS has access to the information that is collected from the use of the web page.

Cookies are small text files that are placed on ther computer when accessing a website. Soiltech AS do not use cookies. If we decide to use cookies, we will handle this according to the Electronic Communications Act § 2-7b, which states that "Storage of information and processing of this information is not permitted unless the user has both been informed about and has given his consent to the processing. The user must be informed about and approve which information is processed, what the purpose of the processing is and who processes the information". The user may choose to reject the storage and use of cookies, please refer to [nettvett.no](http://nettvett.no) for guidance.

By requesting automatic newsletters sent to you e-mail, you consent to the storage of your e-mail by submitting your e-mail address to the Company. Only administrators of the web server have access to the e-mail list stored.

#### 5.5.2 Customer and supplier information

Soiltech AS uses a management system delivered by Business Online. This system has a customer relationship (CRM) module, and the CRM module has access restrictions.

Different types of personal data are recorded in the CRM module. This information include name, telephone number, e-mail address and other relevant information. The reason for this is that we want to safeguard communication with our customers and/or suppliers.

### **5.5.3 Job applications**

By sending a job application, the candidate consents to the processing of personal data for the position in question. This involves consent to the storage of the application, CV, e-mails and Soiltech's assessment of the application.

### **5.6 Disclosure of information to third parties**

We will not share, sell, transfer or otherwise disclose personal information to others unless we are legally obliged to do so.

### **5.7 Deletion of personal data**

When there is no longer any reason for Soiltech AS to store personal data about you, the data will be deleted. This includes cases where you withdraw consent for the processing and storage of the information.

### **5.8 Rights of the data subject**

We process your personal data in accordance with the Personal Data Act and applicable regulations. Please note that you may require access to and relocation of your own personal data, as well as require correction or deletion of information.

A complaint can be made to the Norwegian Data Protection Authority ([www.datatilsynet.no](http://www.datatilsynet.no)) about processing in violation of the rules.

### **5.9 Data Protection Officer**

We have no private persons as customers. We do not carry out regular and systematic large-scale monitoring of registered users. For most categories of data subjects, we mostly process general personal data such as name, address, employer, e-mail address, telephone number, etc. We process some sensitive information about employees. We have concluded that our company is not subject to the requirement to have a data protection officer.

### **5.10 Information security**

We secure personal data by both physical and virtual access and access control, as well as by encrypting sensitive parts of the submitted information.

### **5.11 Contact**

If you have questions about Soiltech`s privacy policy and/or personal data, call us on +47 480 20 555 or contact us at [post@soiltech.no](mailto:post@soiltech.no).

If you believe that we have broken the privacy regulations, you also can complain to the Norwegian Data Protection Authority, see [datatilsynet.no](http://datatilsynet.no).

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## 6 References

General Data Protection Regulations (GDPR), [Link](#)

Norwegian Personal Data Act 2018, [Link](#)

Act relating to the control of marketing and contract terms and conditions, etc. [Link](#)

Internal control regulations, [Link](#)

Soiltech`s Privacy statement employees

Soiltech`s Privacy Document (GDPR)

Soiltech`s Employee Handbook

Soiltech`s Context Register

Soiltech`s Cyber & Information Register

Soiltech`s Law & Compliance Register

Soiltech`s Emergency Procedure, Action Card 8: Cyber Crime