



## Sydmeko Industri AB's GDPR policy

Sydmeko protects your personal integrity. This policy explains how Sydmeko collects and uses your personal information. It also describes your rights and how you can assert your rights. You can always contact us for privacy and data protection issues by sending an e-mail to [office@sydmeko.se](mailto:office@sydmeko.se).

**When you use Sydmeko's websites, activating functionality such as sending price queries or submitting feedback via the website [armrest-systems.com](http://armrest-systems.com) for example, contacting us by e-mail / phone / fax etc., you accept our GDPR Policy and our processing of your personal information. You also agree that Sydmeko uses electronic communications channels to send information to you. It is important that you read and understand our GDPR policy before you interact and communicate with us.**

In order to offer you our products and, for example, to provide answers to questions about our products, we need to process your personal information as below. We do this with the utmost consideration of your integrity.

### What information do we collect?

**Information that you provide to us.** You can directly or indirectly provide us with information about yourself in a variety of ways, such as when confirming a purchase by e-mail, contacting us when you order products from us by telephone and when you provide personal information. This may be:

- **Personal data and contact information** - Name, shipping address, e-mail address, mobile phone number, etc.

**Information that we collect about you.** When using our services, we can collect the following information:

- **Personal data and contact information** - Name, shipping address, e-mail address, mobile phone number, etc.
- **Information about goods** - details about the goods that you have purchased.
- **Historical information** - your purchase, payment and credit history.
- **Information on how you interact with Sydmeko** - how you use our websites, including page response time, download error, how you reached and left the website, as well as delivery notifications when we contact you.
- **Device information** - e.g. IP address, language settings, browser settings, time zone, operating system, platform and screen resolution.
- **Geographical information** - your geographical location.

The information that you provide, as well as information about the goods and concerning B2B sales also your financial information, is generally necessary to enter into a contractual relationship with us, while the other information we collect generally is necessary for others purposes, as described below.

### What do we do with your information?

**Provides, performs and improves our business.** All data is used to provide, perform and improve Sydmeko's offerings, websites, PR material, etc. Sydmeko deals with personal data for the following purposes based on the following legal grounds:

Purpose of usage	Legal basis for treatment ("why is treatment necessary")	Automated decision making (Y / N)
To confirm your identity and verify your personal data and contact information.	Carry out our contractual obligations towards you	Y
To manage your payment and customer relationship, such as to fulfill our obligations to you and to provide you with information, products and services that you request from us.	Carry out our contractual obligations towards you	Y
To determine which payment methods that we can offer you as B2B customer, such as through internal or external credit assessments.	Carry out our contractual obligations to you and comply with applicable legislation	Y
For customer analysis, administer Sydmeko's services and for Sydmeko's internal operations, including troubleshooting, data analysis, testing and for statistical purposes.	Carry out our contractual obligations to you and other legitimate interests	Y
To ensure that content is presented effectively to you and your device.	Carry out our contractual obligations towards you	Y
In order to prevent abuse of Sydmeko's services as part of our efforts to keep the services safe and secure	Carry out our contractual obligations to you and comply with applicable legislation	Y
To carry out risk analysis and risk management.	Carry out our contractual obligations to you and other legitimate interests	Y
To comply with applicable legislation, such as accounting laws.	Follow applicable legislation	N

**Communicate with you.** Sydmeko may also use your data to communicate relevant information about used or similar services and to perform customer satisfaction surveys regarding our services (eg after contacting Sydmeko via e-mail or phone) via electronic communication channels and by phone. If you do not want to receive such communication, you are welcome to send an e-mail to [office@sydmeko.se](mailto:office@sydmeko.se).

## **With whom might we share your information?**

We may transfer to, or share your information with, selected third parties, as follows. We take all reasonable legal, technical and organizational measures to ensure that your data is handled securely and with an adequate level of protection upon transfer to or sharing with such selected third parties.

**Suppliers and subcontractors to Sydmeko.** Sydmeko may share your personal data with suppliers or subcontractors for the performance of our contractual obligations to you and for other purposes as set out in this GDPR Policy.

**Distributors and dealers.** Sydmeko may share with the trader with which you make a purchase, the personal data that is necessary for the trader to perform and administer your purchase, including for dealing with disputes. For the personal data shared with merchants, the trader's policy and personal data management apply.

**Credit reporting companies and similar suppliers.** At B2B, your personal data may be shared with credit reporting companies and providers of similar services in order to assess your creditworthiness.

We cooperate with CreditSafe as a credit reporting company.

**Authorities.** Sydmeko may provide necessary information to authorities such as the Police, the Tax Agency (Skatteverket) or other authorities if we are required to do so by law or if you have agreed to do so.

**Other.** Logistics and transport companies who deliver your goods

**Disposal.** Sydmeko may share your information with third parties:

- In the event Sydmeko sells or buys businesses or assets, Sydmeko may disclose your personal information to a potential seller or buyer of such business or assets.
- If Sydmeko or a substantial part of Sydmeko's assets are acquired by a third party, personal data about Sydmeko's customers may be shared.

**What we will NOT do with your data.** We will not sell your personal data and contact information to third parties unless we have your permission to do so.

## **Where do we process your personal information?**

We always strive to process your data within the EU/EEA. However, data may, in some situations, be transferred to, and processed in, countries outside of the EU/EEA by Sydmeko or by another supplier or subcontractor. As Sydmeko is determined to always protect your data, Sydmeko will take all reasonable legal, technical and organizational measures to ensure that your data is handled securely and with an adequate level of protection comparable to and at the same level as the protection offered in EU/EEA.

## **How long do we save your personal data?**

We will only save your data for as long as it is necessary to perform our contractual obligations to you and as long as required by statutory storage times. When we save your data for purposes other than our contractual commitments, such as in order to meet accounting requirements, we save data only as long as necessary and / or statutory for each purpose.

## Your rights of access, rectification and deletion

- **Right to access your data.** You can request a copy of the information you would like to know and verify the information we have about you. The copy is free to request.
- **Right to rectification.** You are entitled to correct incorrect or incomplete information about yourself.
- **Right to be deleted ("the right to be forgotten").** You are entitled to request the deletion of your personal data for those cases where the data is no longer necessary for the purpose for which it was collected. However, there may be legal obligations for us as a producer and seller, which prevents us from immediately deleting parts of your data. These obligations derive from accounting and tax legislation as well as consumer law. What we do then is to block the data we are required to save, from being used for purposes other than fulfilling such legal obligations.

## How about cookies and similar techniques?

We use cookies and similar tracking techniques to deliver a tailor-made and friction-free online experience.

## Contact Us

Sydmeko Industri AB is registered with the Swedish Companies Registration Office (Bolagsverket), 556597-0893, and is located on Santessonsväg 3, 232 61 Arlöv in Sweden.

If you have questions regarding data protection and personal data, please contact us by sending an e-mail to [office@sydmeko.se](mailto:office@sydmeko.se).

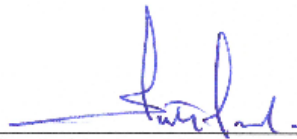
Sydmeko Industri AB complies with Swedish data protection legislation and is personally responsible for processing your personal data as above.

Welcome to visit [www.sydmeko.com](http://www.sydmeko.com) for more information about Sydmeko Industri AB.

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The GDPR Policy was last updated 24<sup>th</sup> May 2018.

Issued by:



Mr. Mats Harde, CEO

24<sup>th</sup> May 2018

Date

