

## **GENERAL**

This Data Privacy Policy sets out how Epishine AB (“Epishine” or “We”), complies with the European Union data protection requirements. Epishine and its subsidiaries conduct business in different countries within the EU/EES area. The purpose with this document is to inform partners and suppliers how Epishine collect, uses, stores, protects and shares Personal Data within the company and to external parties.

As your partner, Epishine needs to keep and process information about you for normal partnership purposes. The information we hold, and process will be used for our management and administrative use only. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately

## **SECURITY**

Epishine prioritize the personal integrity and therefore works actively so that your Personal Data are processed with utmost care. We will only use information by which individuals can be identified (“**Personal Data**”) in accordance with this policy. To prevent unauthorized access or disclosure, Epishine has therefore put in place appropriate physical, electronic and managerial procedures to safeguard and secure Personal Data collected.

## **WHAT PERSONAL DATA EPISHINE COLLECTS**

Epishine may collect the following Personal Data of partners, customers and suppliers. Data such as, but not limited to, names and contact information may be collected by Epishine. Much of the information we hold will have been provided by you, but some may come from other internal sources, or in some cases, external sources.

Data provided by you is only collected if required to meet legal obligations, fulfil agreements, or if it is in our legitimate interest to handle or if you explicitly has given their consent to specific use of their data.

Where we process special categories of information about you, we will always obtain your explicit consent to those activities unless this is not required by law or the information is required to protect you. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

Your personal data will be stored when you work for us or after you have left, if needed to fulfil contractual obligations with you or required by law.

If in the future, we intend to process your personal data for a purpose other than that which it was collected we will provide you with information on that purpose and any other relevant information.

## **EPISHINE’S SHARING OF PERSONAL DATA COLLECTED**

Other than for the purposes mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to external accounting providers. In the case some of these data processors may be based outside of EU/EEA area, these processors will be contractually committed to process information in accordance with the provisions of European data protection legislation, and the transfer will be made in accordance with written agreements in the form of The European Commission Standard Contractual Clauses.

## **INDIVIDUALS’ RIGHTS TO UPDATE, CORRECT OR REQUEST PERSONAL DATA**

Under the General Data Protection Regulation (GDPR) you have several rights about your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

If you believe that we have not complied with the requirements of the GDPR about your personal data you have the right to complain to the controller or to the Data Protection Officer.

## **CONTACT**

For questions, Personal Data errands or further information about the handling of Personal Data, please contact:

Data Protection Officer Mattias Josephson [mattias.josephson@epishine.com](mailto:mattias.josephson@epishine.com)  
Epishine AB, Westmansagatan 47a, 582 16, Linköping, Sweden

**CHANGES TO PRIVACY POLICY**

From time to time, Epishine may use Personal Data for new, unanticipated uses not previously disclosed in this policy. However, such new processing will always be compatible with the purpose for which the Personal Data was collected. If its practices regarding Personal Data change at some time in the future, Epishine will notify you of these changes.