

# Privacy Notice – Subscribers & e-mail contacts

## 1 Introduction

Gränges (“We”) are committed to safeguarding the privacy of the personal data that we gather on our external website, concerning e-mail contacts and our subscribers for newsletter, releases and company report purposes.

As an e-mail contact and subscriber to Gränges send outs, you understand and acknowledge that we collect, use and disclose your personal data in accordance with this Privacy Notice for e-mail contacts and subscribers (this “Notice”).

## 2 Application of this Privacy Notice

This Notice applies to persons who has signed up for e-mail contact and/or send outs related to Gränges. The notice applies to personal data and to the use of that personal data in any form – whether oral, electronic or written.

This Notice is intended to describe the broadest range of our personal data processing activities related to subscribers and e-mail contacts.

This Notice gives effect to Gränges commitment to protect your personal data. References to “Gränges”, “we” and “our” throughout this Notice, depending on the context, refer to all businesses in Gränges.

## 3 Personal data processed in Gränges

The legal basis related to processing personal data of the e-mail contact and the subscriber is mainly the legitimate interest; Gränges has the interest to answer and inform interested stakeholders, and stakeholders on the other hand, has an interest in Gränges business and choose freely to sign up for e-mails or send outs.

The personal data we process is information that you knowingly provide to us.

## 4 Purpose with processing personal data

Depending on the applicable laws, we may collect, use and disclose personal data concerning e-mail contact and subscribers in order to:

- Administrate send outs (reports, newsletters and other releases)
- Follow up and answer e-mails

We will only retain collected personal data for as long as it is necessary and in all cases for no longer than permitted by Gränges formally defined storage time for relevant system and applicable law. As

a subscriber you always have the opportunity to unsubscribe. This opt out opportunity can easily be found in the end of our send outs.

Unless otherwise stated, all personal data we request from you is obligatory. If you do not provide and/or allow us to process all obligatory personal data as requested, we will not be able to keep complete information about you, thus, affecting our ability to accomplish the purposes set out above.

## **5 Disclosure of your personal data**

In order to carry out the purposes outlined above, information about you will be disclosed for the purposes set out above to appropriate, authorized, persons in our organisation.

We outsource the administration of send outs to a third party. When we do outsource the processing of your personal data to third parties or provide your personal data to third-party service providers, we oblige those third parties to protect your personal data in accordance with the terms and conditions of this Notice, with appropriate security measures.

We reserve the right to disclose any personal data we have concerning you if we are compelled to do so by a court of law or requested to do so by a governmental entity or if we determine it is necessary or desirable to comply with the law or to protect or defend our rights or property in accordance with applicable laws.

## **6 Updating, deleting or accessing your personal data**

With some limited exceptions, you may enquire about the personal data we maintain about you by sending us a written request by letter or email (please see contact information in last section of this Notice). Please be sure to include your full name and e-mail address used for signing up for the e-mail or the send out. We may not disclose data that you are not entitled to receive under applicable laws. Please note that, for excessive and repetitive requests, we will charge a fee based on administrative costs to provide you this information. We will let you know about the fee prior any action is taken to answer the request.

You may request to obtain information about the processing of your personal data. You may also ask to correct, to delete or to stop processing personal data that we hold about you. If we agree that the information is incorrect, or that the processing should be stopped, we will delete or correct the information.

## **7 Protecting your personal data**

The personal data that we collect from you is stored by us and/or our service providers on databases protected through a combination of physical and electronic access controls and other reasonable security measures. Where required under law, we will notify you of any loss, misuse or alteration of personal data that may affect you, so that you can take the appropriate actions for the due protection of your rights.

## 8 Contact information

If you have any questions about this Notice, about the processing of your personal data as described herein, or any concerns or complaints with regards to the administration of the Notice, or if you would like to submit a request for access to the personal data that we maintain about you, please contact us by any of the following means on one of the following addresses:

- [privacy@granges.com](mailto:privacy@granges.com)
- Box 5505, SE 114 85, Stockholm, Sverige.

All requests for access to your personal data must be submitted in writing by letter or email. We may respond to your request by letter, e-mail or any other suitable method.

Complaints can also be sent directly to the Supervisory Authority (Datainspektionen in Sweden). Please go directly to the Supervisory Authority's webpage for contact information; <https://www.datainspektionen.se/>