

PRIVACY POLICY

NORDIC QUICK SYSTEMS AB | 559189-6575

1. INTRODUCTION AND PURPOSE

The purpose of this policy is to ensure that Nordic Quick Systems handles personal data in accordance with the EU General Data Protection Regulation (GDPR). The policy covers all processing where personal data is handled and includes both structured and unstructured data. This policy is established among all Nordic Quick Systems' Board members and the CEO.

2. APPLICATION AND REVISION

The Board is responsible for processing personal data in accordance with this policy. The policy shall be determined by the Board and updated if necessary.

The CEO is responsible for updating the policy as a result of new and changed regulations.

This policy applies to the company's Board members, CEO, employees and contractors who are affected by Nordic Quick Systems' operations.

3. ORGANISATION AND RESPONSIBILITY

The CEO has the overall responsibility for the content of this policy and it being implemented and enforced by the business. The CEO may delegate the responsibility and implementation to the appropriate person within the organization.

4. TERMS

Terms	Meaning
Personal data	Personal data is any kind of information that can be directly or indirectly attributed to a natural person who is alive.
Data subject	The person to whom personal data refers, that is, the natural person who can be directly or indirectly identified through the personal data in the record.
Personal data processing	Any operation or set of operations which is performed on personal data – whether or not by automated means – such as collection, recording, organization and structuring.

5. PERSONAL DATA PROCESSING

On each occasion that personal data is processed, this must be done according to the following principles:

- Lawfulness
- Purpose limitation
- Data minimization
- Accuracy

- Storage limitation
- Integrity and confidentiality

6. EXISTING RECORDS AND THEIR USE

Currently Nordic Quick Systems manages the following records:

Shareholders' register

A legal requirement. The shareholders' register contains information about the company's owners, with personal identification number, address, telephone number, e-mail address and participating interest. In cases where ownership in Nordic Quick Systems is through a company, the owner company's corp. reg. no. and contact person are recorded, with details of address, telephone number and e-mail address. The register is used for sending mailings to the owner group to invite them to information evenings, company presentations and annual general meetings. The shareholders' register is available to the CEO and all owners.

Board of Directors and CEO

A legal requirement. Board members and the CEO are recorded with their personal identification number, address, telephone number and e-mail address. The record is used for sharing information about Nordic Quick Systems' Board and CEO on the Nordic Quick Systems' website and for sending out notifications of Board meetings, etc.

Accounts payable

A legal requirement. Nordic Quick Systems' suppliers are recorded with their name, address, telephone number and name of contact. The record is used for accounting and payment of supplier invoices. It is available to the CEO, employees and the auditing firm hired by Nordic Quick Systems.

Customers and prospects

Nordic Quick Systems records information on potential and existing customers in its CRM system and newsletter system. In addition to general information about the company, the record also contains the name of the contact, telephone number and e-mail address. The record is used to categorize where in the sales process each company is at any given time, and to be able to communicate with these companies through channels including, but not limited to, telephony and mail.

Employees

The record of Nordic Quick Systems' employees contains names, personal identification numbers, addresses, telephone numbers and account numbers. The record is used to demonstrate Nordic Quick Systems' relationship with the employee and pay salaries. It is available to the CEO, employees and the auditing firm hired by Nordic Quick Systems.

Any incidents concerning personal data processed by Nordic Quick Systems (theft or hacking of a computer or similar) must be reported to the CEO without delay. The CEO must report the incident to the Swedish Data Protection Authority without undue delay and no later than within 72 hours, and otherwise take the steps necessary as a result of the incident.

Unless requirements from the authorities necessitate it, none of the above registers or records may be disseminated to third parties.

Piteå, Sweden, 9th of October 2019