

NOWACO Privacy Notice

1. General information on data protection

This Privacy Notice describes how we collect, use and protect personal data. We will explain which personal data we collect and process, how the processing takes place and what rights you may exercise in this connection.

We are committed to ensuring that your privacy is protected. We only collect, process and store the personal data that are necessary for the agreed purpose. In addition, we may be obliged by legislation to collect and store certain data, or it may be necessary to collect the data in regards to performing a contract or meeting another legal obligation.

The processing of your personal data takes place in compliance with the principles and as prescribed in the rules of the General Data Protection Regulation in force. We reserve the right to amend this Privacy Notice from time to time, e.g. based on changes in the legislation, technical solutions for our website, or other new or improved functions.

If you have any questions or queries in relation to processing your personal data, please contact us. The contact details are included in section 9 of this Privacy Notice.

2. Security

We have implemented appropriate technical and organisation security measures to ensure an adequate security level. In several cases NOWACO uses external suppliers, e.g. IT suppliers, insurance companies and auditors with whom we share personal data. We have concluded data processing agreements with these suppliers. In this way, we use our best efforts to ensure the confidentiality and integrity of your personal data.

NOWACO has established procedures for granting access rights to those of our employees who process personal data. The access is controlled through logging and supervision. To prevent loss of data, our data is regularly backed up. Personal data is stored in a secure and professional server centre on machines to which there is limited access.

3. Privacy Notice to suppliers, customers and business partners

During your cooperation with NOWACO, we will collect and process your personal data in accordance with this Privacy Notice. We only collect the personal data that are necessary for the agreed purpose and we only ask to share personal data if necessary for the purpose.

We collect general personal data, including name, address, telephone number and email address for customers, suppliers and business partners as well as name, title, telephone number and email of any contact persons with the customer, supplier or business partner.

We process general personal data with the purpose of performing our contracts with our customers, including supplying the agreed goods and services and invoicing them. Furthermore, we process the general personal data for our contract management to receive goods and services from our suppliers, and delivering these to our customers. If the data subject is not a part of the contract, our basis for processing the data is an objective requirement for being able to perform the contract with a customer, supplier or business partner.

4. Privacy Notice to job applicants

When you apply for a job at NOWACO, the data you have provided regarding your application will be processed in our HR application system. You can upload your job application and/or unsolicited application at our website: www.nowaco.com. The general CV information such as name, address, telephone number and email address, as well as information about educational background are typically data that will be processed.

This CV information is used to assess your match to job requirements, invitation for interviews, and to communicate with you regarding the recruitment process. Your data are stored in our HR application system. Only the HR department, and the relevant manager as well as the IT administration will have access to the data. Applications from candidates who are not offered a job will be erased 6 months after finalizing the recruitment process. Unsolicited applications will be erased 6 months after receipt of the application.

5. Cookie information

When you use NOWACOs' website, your default settings are registered in a cookie. A cookie is a small text file, the purpose of which is to remember previous interactions. A cookie is a passive file and cannot collect data on your computer, spread computer viruses or other harmful programs.

Among other things, NOWACO uses cookies to improve the website functionalities and to facilitate your access to the website. You will need to accept our use of cookies to gain access to NOWACO's full website www.nowaco.com. Please note that none of our cookies contain personal data about you or anyone else. For further information on our use of cookies please see under "Cookie Policy" at our website.

6. Disclosure of personal data

We only disclose personal data when we have a legitimate basis for doing so.

Third parties disclosure can e.g. include; other NOWACO group companies, IT Suppliers, Insurance companies, accountants, or public authorities.

In certain cases, we may disclose your personal data if required according to a court ruling or applicable legislation.

7. Retention of personal data

NOWACO retains personal data for as long as necessary to fulfil the abovementioned purposes. Your personal data will be stored and deleted in accordance with applicable laws.

8. Your rights

At any time, you have the right to:

- access the personal data that NOWACO processes about you
- rectification, erasure (the "right to be forgotten") or restricted processing of the personal data that NOWACO processes about you
- object to the processing of your personal data
- data portability
- lodge a complaint through the contact to the Danish Data Protection Agency (Datatilsynet)

If the processing of your personal data is based on your consent, you have the possibility to withdraw your consent at any time.

You may submit a written request to NOWACO, requesting either a transcript of your personal data, an updating of your personal data or the erasure of your personal data. The request must be signed by you and include your name, address, telephone number, email address and the purpose of the processing

of your data. If necessary we may ask for more information in order to verify your identity and to ensure that we do not give information to a wrong person.

We will reply to your request as soon as possible, and no later than 1 month after receipt of your request.

If you request a rectification and/or erasure of your personal data, we will examine whether the conditions are met and in such case effect the rectification or erasure as soon as possible.

9. Contact

NOWACO can be contacted as per the contact details below with regard to the personal data of which the Company is the controller:

NOWACO A/S

Prinsensgade 15

DK-9000 Aalborg

dataprotection@nowaco.com

10. Complaints

If you wish to complain about our processing of personal data, you may send an email specifying your complaint to dataprotection@nowaco.com. We will then consider your complaint and contact you.

You may also lodge a complaint with the Danish Data Protection Agency regarding our processing of your personal data. See how to lodge a complaint with the Danish Data Protection Agency www.datatilsynet.dk.