

# Privacy policy and data ethics considerations Kirk Electronic

## PERSONAL DATA POLICY

### General

We only register data on our customers and other relevant parties that address us directly. Registration is carried out in the event of enquiries made by email and telephone, whilst enquiries via our website cannot be registered. The following contact information will be registered:

- Name
- Address
- Telephone number
- Email address

You are able to obtain access to any data that we have registered concerning you at any time. You can make objections to any registration pursuant to the provisions of the Danish Data Protection Act.

### Cookies

Please refer to the cookie declaration on our website.

### No information will be disclosed without your consent

We do not sell or disclose information that we have registered without first receiving your consent.

### How long do we keep registered personal data?

We keep the registered data for as long as is deemed necessary to be able to provide a good service to our customers and other parties that have made direct enquiries.

Customers and other parties can of course request that they be deleted at any time.

### Emails

If you are one of our customers, we will keep your emails for as long as you remain a customer. According to the Danish Book-keeping Act, certain information must be kept for a period of five years. This applies, for example, to invoices that we have issued to you.

If you are not a customer, we keep your emails for as long as is deemed relevant with respect to the information that you have requested.

### Who has access to information in our databases?

The management in our company that services our customers has access to the registered personal data.

### Security

The registered personal data that we store is not encrypted. However, personal data is kept in databases that are protected against unauthorized access by means of a user ID and password.

### Data ethics considerations

We have examined the types of data which the company handles, as well as the processing of this data.

This examination is based on – among other things – the company's employees, working environment, GDPR, customer satisfaction, stakeholders, instructions and procedures, etc., which are also elements of the company's certification of ISO 9001 (quality management) and ISO 14001 (environmental management).

We do not have any users that can be influenced with respect to dependency, excessive consumption, victimization, spreading of misinformation or similar.

With respect to our employees, day-to-day work and communication takes place to everyone's satisfaction, evidence of which can be found in the minutes of the annual working environment discussions handled by external consultants Human House.

In our opinion, the way the company acts with respect to its customers, suppliers, business partners and other parties does not give rise to any necessary actions regarding data ethics.

### Further information concerning the personal data that we register

You are always welcome to write to [jens@kirkelectronic.com](mailto:jens@kirkelectronic.com) or call us on +45 9785 3100. We will respond on weekdays between 8 a.m. and 4 p.m.