



# THOR SHIPPING & TRANSPORT

– Privacy Policy –

VÄSTERÅS  
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## Personal Data according to GDPR (2016/679)

2018-05-25 the European Union's new integrity regulation started to apply on all its member countries, and therefore replaced the former PUL-law (PUL 1998:204) in Sweden. This new directive and law, the General Data Protection Regulation, is a law which controls how companies manage personal data to make sure the individual's safety and integrity is maintained and guaranteed.

Thor Shipping & Transport operates business which in some occasions require gathering of personal data to be able to continue working as an organization. Employees, customers and suppliers' personal data is needed to administer, provide, develop and maintain the services we offer, and further down in this policy you will be able to see how and when these are used. We care about your integrity and follow the recommendations and regulations that are demanded to protect you and your data. Our goal with this policy is to in a transparent way show you as an individual how we manage the data collected.

### What, why and for how long?

The data collected is gathered and registered in Thor Shipping & Transport's systems depending on the relationship which exists between the individual and the company. Please note that not all information is saved, but *only* legal and necessary information is registered. Below you find descriptions of the different relationships TST engages in, and what type of data is treated within each one. When sharing data with us as a company, the data is managed according to the information in this privacy policy.

#### Customers/Consultants

When contact is established with a possible or current customer or consultant, certain data is required for Thor Shipping & Transport to fulfill the engagements agreed on. Based on this, the following information is gathered:

- First- and last name
- Phone number
- E-mail address
- Company/Organizational number
- Title/Role

The data is required to correctly manage invoices for performed services and as a way of contact to the individual representing the company. Furthermore, the data is required to manage other agreements existing between the company representative and TST, as well as a way of contact with information regarding the agreement.

The data needed for invoices, verifications and receipts, will be saved according to the Swedish Accounting law (1999:1078) for seven (7) years. Invoices or verifications which have



been in legal dispute are saved until they are no longer valid — 10 years after their issuing date according to the same regulation.

The data will remain in TST's systems as long as the individual is still representing an active customer or is considered a future customer or client (balancing of interest). The data is reviewed and cleared annually — unless the individual ask for the data cleared or changed earlier.

The data TST receive upon contact will be used by the company's employees and will not — unless required so by law — be shared with a third party.

## Suppliers

Company representatives of active suppliers to TST have the following data registered with the company to fulfill the contract between:

- First- and last name
- Phone number
- E-mail address
- Company/organizational number

The data is collected as a reference and contact to the company which we buy services from, and for questions before, during and after performed service. The data is saved based on the agreement between the parties. Contact information is needed to perform the agreed actions, and the information is saved for as long as the contract is active and an interest for future cooperation exists.

The information is reviewed and cleared annually — unless the individual asks for the data cleared or changed earlier.

The data collected will be available for TST's entire organization and might be shared with a third party if they are related to the contract between TST and the supplier (e.g. one of TST's clients).

## Recruitments

When applying for a position at Thor Shipping & Transport, the applicant's data will be saved in the form of which it was received. Applications not relevant to the company will not be saved. The data saved and registered is what the applicants themselves has mentioned in their resume or personal letter, which might include all or some of the following:

- First- and last name
- Picture
- Phone number
- E-mail address
- Education
- Work-life experience
- Other accomplishments (driver's license, GPA, languages, etcetera.)



When applying for a position with TST, the applicant consents to their data being saved in accordance to this privacy policy and might be saved for future recruitment opportunities. The data is saved when the company consider the applicant interesting and may want to contact them in the future. The data is reviewed and cleared annually — unless the individual asks for the data cleared or changed earlier.

The personal data received when an application registered with TST will be available to HR and CEO. The information will *not* be shared with at third party.

## How long is the data saved for?

The data is registered in systems only available to qualified staff at TST. One personal piece of data may be saved in several systems due to different usages. E-mail addresses might, for example, exist in both our CRM-system as well as in our ERP. This might mean an individual requesting to be forgotten might have data left in our systems due to other regulations. Data collected based on consent will always be available for deletion. Data collected in accordance to contract or other legal requirements will be saved for as long as they are required and will be erased as soon as this time has passed.

## The rights of the registered

Individuals with data registered with Thor Shipping & Transport has the right to demand a transcript with their data once (1) a year according to article 17 of GDPR. Within a month, the registered has the right to in a structured way receive all data about them.

An individual with data registered with TST also have the right to demand that their data is deleted from all TST's systems. The deletion is to be completed without any delay and confirmed to the registered directly. Some data might still be saved, as other legal requirements might require the data. In these cases, the registered will be notified with thorough information about why that is as well as to whom they can turn to if not happy.

As an individual you also have the right to report companies you think does not handle your personal data in a legal way. Datainspektionen is the department which handles these issues, and you reach them by either calling +46 8 657 61 00 or at [datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se).

## Contact information

For more information, a transcript, change of information, complaints or deletion of personal data with Thor Shipping & Transport, please contact us either on + 46 10 129 30 50 or via e-mail to [info@thorshipping.se](mailto:info@thorshipping.se) .