

Policy integrity and marketing

1. General information

This integrity and marketing policy (“**Integrity policy**”) describes the way in which Inpipe Sweden AB, co. reg. no. 556397-6710, Ekorrvägen 12, 912 32 Vilhelmina, Sweden, email: info@inpipe.se (“**Inpipe**”, “we”) collect, use, give out and store your personal information.

- 1.1 The integrity policy applies because Inpipe provides products and services in connection with purchases, servicing and other contact with Inpipe.
- 1.2 The integrity policy also concerns the handling of personal information about Inpipe’s personnel.
- 1.3 You must always be able to feel secure when you give us your personal information. With this Integrity policy we want to show how we ensure that your personal information is handled in accordance with applicable personal information legislation.

2. Personal information manager

Inpipe is the personal information manager for Inpipe’s handling of your personal information and is responsible for ensuring that such handling takes place in accordance with applicable legislation.

3. When do we handle your personal information?

- 3.1 To enable you to buy our goods or services or contact us for service or information we must collect and handle personal information about you.
- 3.2 To enable us to fulfil our obligations towards you as an employee and statutory obligations concerning employees we must collect and handle personal information about you.
- 3.3 Inpipe collects and handles personal information about you when you contact Inpipe for a purchase, a delivery, support, an event or when you are in contact with Inpipe in some other way. The information that is collected from you is required for you to be able to enter into an agreement with Inpipe and so that Inpipe can provide its services and offers or purchase your services and offers.

4. Which personal information about you do we handle?

4.1 About you as an Inpipe customer

The personal information that Inpipe collects and handles about you as a customer who is making a purchase and using our support services is:

- Name
- Company registration number
- Address
- Telephone number and email
- Our communication with you

4.2 About you as an Inpipe supplier

The personal information Inpipe collects and handles about you as a supplier who provides material and services is:

- Name
- Company registration number
- Address
- Telephone number and email
- Our communication with you

4.2 About you as an Inpipe employee

The personal information Inpipe collects and handles about you as an Inpipe employee is:

- Name
- Personal registration number
- Address
- Telephone number and email
- Level of education
- Union membership
- Declarations of health
- Staff appraisals
- Minutes of meetings
- Reports
- Pictures of you in your business role for use for advertising purposes
- Pay details and taxes
- Our communication with you

5. Why do we handle information about you?

5.1 About you as an Inpipe customer / supplier / employee

Inpipe handles your personal information for various purposes. The main reason Inpipe handles your personal information is for the purpose of:

- Fulfil our obligations vis-à-vis you as a customer / supplier / employee, such as making a purchase, invoicing, provision of support, processing pay and health and safety.
- Facilitating general customer care and customer service, such as answering questions and correcting incorrect information.
- Providing information and sending marketing by post and email.
- Handling customer relations and providing our services.
- Improving our offers to customers, such as development of services, products and functions.
- Complying with applicable legislation such as accounting laws.

The information may also constitute a basis for market analyses and customer analyses, supplier assessment, market surveys, statistics, business follow-up and business and method development related to the purchase and delivery of goods and services.

6. The legal reasons for our handling of your personal information

6.1 We handle your personal information to be able to fulfil the agreement with you as a customer or supplier, and to facilitate bookings, orders, purchases and to be able to fulfil our undertakings vis-à-vis you, such as simplified administration and order history.

6.2 In some cases, Inpipe may have a legal obligation to handle your personal information. This applies in instances such as the handling of personal information that we do to be able to fulfil the Accounting Act's requirements.

7. Compilation of our personal information handling

Purpose	Legal reason	Categories of personal information	Storage period
To administer, develop and deliver our goods and services and provide support	Fulfilment of purchase agreement (sales terms)	<ul style="list-style-type: none">• Name• Address• Telephone number• Email	Five years after you were last active with Inpipe, e.g. by shopping with us, receiving orders or contacting our customer services

To ensure ourselves that legal requirements are being complied with, such as the Accounting Act	Legal obligation	<ul style="list-style-type: none">• Name• Address• Telephone number• Email	For as long as we are liable to store the information in accordance with applicable law
To market Inpipe	Balancing of interests	<ul style="list-style-type: none">• Name• Address• Telephone number• Email	Two years after were last active with Inpipe, e.g. by shopping with us, receiving orders or contacting our customer services

9. For how long do we save details about you?

9.1 Your personal information is saved only for as long as there is a need to save it in order to fulfil the purposes for which the information was collected in accordance with this Integrity policy. Inpipe may save the information for longer if this is necessary to comply with legal requirements or to preserve Inpipe's legal interests, e.g. if a legal process is ongoing.

10. To whom do we give out personal information?

10.1 Inpipe may give out your details to a third party, such as to Inpipe's Group companies, other cooperation partners and suppliers. Inpipe may also give out your details to companies which provide services for address updates to ensure that we have the right address details for you.

10.2 If you apply for credit when purchasing a product or a service, your details may be given out to credit check companies / credit insurance companies.

10.3 Personal information may also be given out by Inpipe if it is necessary in order to comply with applicable legal requirements or requirements from authorities to safeguard Inpipe's legal interests or to detect, prevent or deal with fraud and other security or technical problems.

10.4 Inpipe may transfer your personal information to countries outside the EU/EEA if one of Inpipe's suppliers or cooperation partners is located there.

11. Change to integrity policy

11.1 Inpipe is entitled to change the Integrity policy at any time. Inpipe will inform you of changes to the Integrity policy by giving reasonable notice.

12. The protection of your personal information

You must always be able to feel secure when you give us your personal information. Inpipe has therefore taken the necessary security measures to protect your personal information against unlawful access, change and deletion.

13. Your rights

13.1 Inpipe is responsible for ensuring that your personal information is handled in accordance with applicable legislation.

13.2 At your request or on its own initiative, Inpipe will correct, de-identify, delete or supplement details that are discovered to be incorrect, incomplete or misleading.

13.3 You are entitled to request the following from Inpipe:

- a. **Access** to your personal information. This means that you are entitled to request a register extract of the handling that we do regarding your personal information. You are also entitled receive a copy of the personal information that is handled. You are entitled once a calendar year, by submitting a written and signed application, to receive a free-of-charge register extract from about (sic) which personal information is registered about you, the purpose of the handling and to which recipients the information has been given or will be given out.
- b. **Correction** of your personal information. At your request, we will as quickly as possible correct the incorrect or incomplete details that we handle about you.
- c. **Deletion** of your personal information. This means that you are entitled to request that your personal information be removed if it is no longer needed for the purpose for which it was collected. However, there may be legal requirements stating that we must not immediately delete your personal information, in accounting and tax legislation for instance. We will then cease the handling that is done for purposes other than complying with the legislation.
- d. **Limitation** of handling. This means that your personal information will be marked so that it may be handled only for specific, limited purposes. You can request limitation where you consider your details to be incorrect and you have requested correction in accordance with point 13.3 b). The handling thereof will be limited for the period for which the correctness of the information is being investigated.

13.4 You are entitled to data portability. This involves a right under some circumstances to extract and transfer your personal information to another personal information manager.

13.5 You are entitled to object to personal information handling which is carried out with the support of a balancing of interests. If you object to such handling, we will only continue the handling if there are justified reasons for the handling which outweigh your interests.

13.7 (sic) If you do not want us to handle your personal information for direct marketing, you always have the right to object to such handling by sending an email to info@inpipe.se. When we have received your objection we will cease to handle the personal information for such a marketing purpose.

13.8 You are entitled to make any complaints regarding the handling of your personal information to the Data Protection Authority.

14. Contact information

15.1 Do not hesitate to contact us if you have any questions about this Integrity policy, the handling of your personal information or if you would like to request a register extract. You will find our contact information below.

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