

# PRIVACY STATEMENT

Mediehuset Andvord

Lars Andresen  
MEDIEHUSET ANDVORD AS  
**Security classification: Public**

**PROCESSING OF PERSONAL INFORMATION**

It is the general manager who is responsible for the processing of personal data at Mediehuset Andvord. The declaration contains information you are entitled to regarding the collection of personal data (Personal Data Act § 19), as well as general information about the processing of personal data (Personal Data Act § 18 subsection 1).

Mediehuset Andvord collects the necessary data via the homepage and SFTP server.

Examples of information Mediehuset Andvord obtained via the above services are as follows:

- Name of company
- Contact person
- Email
- Telephone
- Postal address
- Credit card information
- Notification of production, delivery, etc.

Mediehuset Andvord does not collect personal data such as date of birth and social security number, or information about personal payment cards. When using payment solutions, all information is transferred directly with the payment service provider.

**THE AGREEMENT INCLUDES THE FOLLOWING PROCESSES:**

- To be able to provide access to our products and services
- To be able to have the necessary communication and (customer) follow-up
- To be able to make contact and offer our products and services
- To be able to send relevant information

**INFORMATION ABOUT CUSTOMERS AND BUSINESS CONNECTIONS**

Mediehuset Andvord uses various ERP and CRM systems for e.g. customer follow-up, order and project management, etc. Separate data processing agreements are drawn up with customers and subcontractors and that an agreement is drawn up on what information and how information is to be processed.

**EMAIL AND TELEPHONE**

Mediehuset Andvord uses email and telephone in its daily work in the sales process, order handling, managing the customer relationship, in contact with suppliers, etc. The individual employee is responsible to handle mail according to the IT rules applicable at all times in the company. Ends a person, processed data according to the same guidelines.

Mediehuset Andvord does not send sensitive personal data with e-mail that is not encrypted.

**INFORMATION ABOUT THE EMPLOYEES, AS WELL AS JOB SEEKS**

Mediehuset Andvord processes personal data about employees to manage salaries and personnel responsibility. Necessary information such as: payment of salary, for example basic data, salary level, time registration, tax percentage, tax municipality and trade union membership. It is registered also who has access to which systems, doors, etc. Personal information about the employees are filed in personnel files; both physically and electronically. When a person leaves, the personnel folder is cleared at the end of the employment relationship.

**DELETION OF THE INFORMATION**

The personal data will be deleted when the purpose of the processing has been fulfilled and all duties which consequences of the treatment are met. In addition, we will delete the information on request by contacting us. Mediehuset Andvord does not pass on your personal data to others unless it is available a legal or contractual basis for such disclosure. Mediehuset Andvord can use data processors to collect, store or otherwise process personal data on Mediehuset Andvord on behalf of. In such cases, we have entered into agreements to safeguard information security in all stages of the treatment.

## **RIGHTS / COMPLAINTS**

As a user/registered user, you have the right to demand access to the personal data we store about you and how they are treated. You can also demand correction, deletion and limitations in the processing of personal data in accordance with the Personal Data Act. If you think that Mediehuset Andvord has not respected your rights according to the Personal Data Act, you have the right to complain to it relevant supervisory authority. This is done by sending a complaint to the Norwegian Data Protection Authority, contact information is available at [www.datatilsynet.no](http://www.datatilsynet.no).

## **IMPLEMENTATION OF CHANGES**

The privacy policy is reviewed once a year.

Contact information: CEO – Nils Jacob Førli – [nils-jacob.forli@andvord.no](mailto:nils-jacob.forli@andvord.no)