



INTEGRITY POLICY

It is important for us that you feel secure when entrusting us with your personal data. This policy here defined is established to protect your personal integrity. It is in accordance with the current data protection laws and intend to clarify how we work with upholding your right to integrity. The objective of this policy is let you know how we treat your personal data, what it is used for and who will have access to the data and under which conditions. It will also clarify how you can uphold your rights.

The main reason that we treat your personal data is to fulfil our obligations towards you as customer or supplier. We aim at not handling more personal data than necessary for the cause. For example, we need personal data to be able to give you a good service regarding information, marketing and follow-up. We may also need your personal data to meet laws and regulations and for customer- and market analysis. You have the right to oppose us using your personal data for direct marketing. When we initially collect your data you will have more information on how we handle your personal data according to the general data protection law and how you can enforce your rights.

PURPOSE AND LEGAL GROUNDS:

As employee of our customer/supplier, your personal data will be treated in the extent necessary to properly administrate the customer/supplier relation and/or to fulfil previous or present business agreements between MA Kapslingsteknik and the customer/supplier. Some personal data can be used for informational purposes. Data treatment will be based on the legitimate interest MA Kapslingsteknik has to fulfil any commitments towards the customer/supplier (your employer). The treatment can in some cases be based on legal demands.

GUIDELINES:

PERSONAL DATA THAT IS TREATED:

The personal data that is treated is primarily contact information such as contact person, company name, company address, phone number, e-mail address etcetera. Other personal data may be treated if they can be regarded as important for earlier described purposes. We only treat personal data when we have legal grounds to do so. We do not treat personal information in cases other than when they are needed for fulfil obligations according to law or agreement.

TRANSMITTANCE OF DATA

Our standpoint is to not transmit personal data to part outside MA Kapslingsteknik and pertaining company group if you have not so approved or if it is necessary to fulfil obligations according to law or agreement. Companies included in the company group are M A Kapslingsteknik AB, Asensor Technology AB and NJ innovation.

Your personal information may be shared with business support partners to MA Kapslingsteknik AB that provides services such as IT services, shipping services or similar in a way and extent necessary to fulfil obligations towards your employer. In the cases that we do give out personal data to a third party, we set up a confidentiality agreement to ensure adequate treatment of personal data.

STORAGE TIME

Your personal data will only remain registered as long as the customer/supplier relation remains and the time thereafter expected to be required or is allowed according to current law and praxis.

YOUR RIGHTS AS REGISTERED

When MA Kapslingsteknik collects and treats your personal data you have certain rights. You have the right to:

- Request an extract that shows which personal data are treated by the company and also how they are treated.
- Request that any incorrect data are corrected
- Request information about where the information came from if it was not registered by you.
- Request that your data is deleted. This may only be implemented if the company does not have the right to keep the data based on legal basis.
- Request that treated data under certain circumstances is restricted, as for example during the time period when the correctness of a particular data is investigated.

HOW YOUR PERSONAL DATA IS PROTECTED

MA Kapslingsteknik will take necessary technical and organizational steps to protect the personal data being treated. Solely people who have a direct need to access the personal data to be able to fulfil obligations towards the customer/supplier will have access to such information.

HOW WE ACCESS YOUR PERSONAL DATA

As far as possible, we always try to receive your consent before we start treating your personal data. In cases where the treatment is based on consent, we will ask you to fill in a consent clause. You will always have the right to withdraw your consent. We will then no longer treat your personal data or gather any new data, this provided that the personal data is not necessary to fulfil our obligations according to law or agreement. Please keep in mind that a withdrawal of your consent may result in us not being able to fulfil our obligations towards you.

We also collect your personal data in the following ways:

- Data that you have provided us with directly
- Data acquired when you consult one of our colleagues.
- Data acquired from official registers
- Data acquired when you sign up for newsletters and similar
- Data we acquire when you answer surveys and questionnaires
- Data we acquire when you contact us, apply for a position at our company, visit us or in some other way contacting us

RESPONSIBLE FOR PERSONAL DATA RESPONSIBILITY

Responsible for the treatment of personal data is:

MA Kapslingsteknik AB

Organisation nummer: 556446-1258

Maskinvägen 6, 746 30 Bålsta

For additional information about how we treat your personal data, contact info@mak.se. If you have further aspects on how MA Kapslingsteknik handles your personal data, you have the right to turn to the Swedish Datainspektionen with your query.

REMOVAL OF PERSONAL DATA

Send a message to info@mak.se if you want to be removed from our register.