

<p>1. Company name, contact information, vat no., etc.</p>	<p>Kasper Kold Business Psychology ApS Dalgas Avenue 50, 2. Sal 8000 Aarhus C Denmark e-mail: kk@kasperkold.com</p> <p>Address in addition to the company register: Rolsøvej 6 8240 Risskov VAT No.: 32327125 Industrycode: 702200</p>
<p>2. The data controller of the company</p>	<p>Since the company are a one-man company, is it always the owner business psychologist Kasper Kold, there is data responsible and handle contact to authorities etc.</p>
<p>3. The purpose with treatment of personal information</p>	<p>The company treats personal information to the following purposes:</p> <ul style="list-style-type: none"> • Fulfilment of contracts • Legal obligation including billing purposes
<p>4. Category of registered persons</p>	<p>Information is processed on the following categories of registered persons:</p> <ul style="list-style-type: none"> • Customers including customers employees • Suppliers
<p>5. Information, that are treated about the registered</p>	<p>The following <u>common personal information</u> about <u>current and former customers including customers employees</u> are treated:</p> <ul style="list-style-type: none"> • Name • E-mail • Address • Telephone number • Gender • Personality analysis <p>The following <u>common personal information</u> about <u>suppliers</u> are treated:</p> <ul style="list-style-type: none"> • Name • E-mail • Address • Telephone number • VAT number
<p>6. Category of receivers, that information is, will or can be distributed to</p>	<p>Common personal information can be distributed to:</p> <ul style="list-style-type: none"> • The company's bank • The company's accountant • The company's lawyer

<p>7. Third countries and international organizations</p>	<p>In the case of the data processing agreement with A&D Resources A/S it appear on this, that treatment of personal information also happens in USA.</p> <p>Since the commission has evaluated USA as a secure country in regard to data protection, non-extraordinary actions is conducted in this connection (https://ec.europa.eu/info/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en)</p> <p>In addition to the above, there is not distributed information to third countries or international organizations.</p>
<p>8. Deadlines for deletion of personal data</p>	<ul style="list-style-type: none"> • The company has implemented deletion procedures, so all personal data are reviewed at least once annually in third quarter, and personal data, with no reasoned purpose to storage will be deleted or shredded. • Material regarding development for management and personal tests are stored up to five years. Once annually will there be taken concrete stand, whether the material should be deleted within the time limit. • Material regarding payment are deleted after five years after the specific year, where the material is connected to, cf. Danish Bookkeeping Law §10.
<p>9. Disclosure/Consent</p>	<p>On the company's website https://kasperkold.com there is installed cookies, which users of the website actively are made aware of.</p>
<p>10. The registered rights</p>	<p>Regarding the General Data Protection Regulation, does the registered several rights in addition to insight in the personal information, that the company has registered about the person.</p> <ul style="list-style-type: none"> • The company will at any time answer on a request from a registered person without unnecessary delay and at least one month after, that the company has received the request. If the request is complicated, then the company can prolong the deadline with furthermore two months but will always within a month after the request make the registered aware of the extended processing time and with a justification for this. • If the company refuses a request from a registered will the company immediately inform the registered about it and latest one month after the company has received the request. In occasion where the company refuses a request from a registered will the company justify the refuse and guide, that the concerned can complain to a controlling authority (Data Protection Agency or The Court Administration) or institute the case to court. • Should a registered contact the company about insights, correction or deletion of its personal data will the company

	<p>initially secure, that it is the registered that contact the company on its own behalf, e.g. by telephone or personal attendance. Afterwards, the company will after an individual assessment consider what personal data it can deliver, correct or delete, regarding the applicable legislation.</p> <ul style="list-style-type: none"> • If the company deliver personal data to the registered it will happen electronically and in a readable format, which is concise, easily accessible and easily understandable. Personal data will be sent through e-mail, unless the registered has asked that information are sent in another format. The company will moreover save documentation, that the disclosure is respected.
<p>11. Technical and organizational safety measures</p>	<p>Treatment of personal data happens in addition to the applicable legislation and good practice.</p> <ul style="list-style-type: none"> • Electronic personal data are kept exclusively in closed systems, which is protected by login, which is known only by the owner of the company. • Login to the company's IT-systems are changed regularly. • The company's emails are exclusively used for the company's correspondence. • Physical material is stored locked at the company address and can only be accessed by the owner of the company.
<p>12. Control measures</p>	<ul style="list-style-type: none"> • The company secure, that all treatment, deletion and storage of personal data are followed with solid incorporated procedure for this. • The company will keep up to date with the applicable legislation to secure, that the company always follow the direction by this. • If the company intend to enter into a cooperation with a new data processor it will be secured, that there is a new data process agreement signed before the cooperation can start. • At least once annually (in 2. Quarter) will the company's safety measures be examined, for securing that it is equal to the necessary level. • At least once annually (in 2. Quarter) the current documentation will be examined, for securing that the company's real treatment of personal data corresponds to the treatment, that are described. The actual version number and date for this are marked in top right corner of this document.
<p>13. Data processors</p>	<p>The company are using the following data processors, where data processor agreements are signed:</p>

	<ul style="list-style-type: none"> • A&D Resources A/S Kronprinsensgade 34, 2, 1306 København K, Denmark, VAT no. 26787610 • Visma e-conomics A/S Langebrogade 1, 1411 København K, Denmark, VAT no. 29403473
14. Data controllers	<p>Moreover, the company uses the following data controllers:</p> <ul style="list-style-type: none"> • Company's bank • Company's accountant • Company's telecommunication company <p>There is no separate agreement with the above, since their business as the data controllers represents are subject to professional obligation standards, e.g. https://datatilsynet.dk/media/6560/dataansvarlige-og-databehandlere.pdf</p>
15. Risk assessment	<ul style="list-style-type: none"> • The company has conducted a risk assessment with the purpose of minimize the risk for registered persons data to an acceptable level. This risk assessment has among other things resulted in a implementation of the security measures there are described in point 11, and initiative regarding fast procedures for collecting, storage and deletion of personal data. • If the company intends to initiate new processes of personal data, acquire new IT-solutions or similar, will there in every single matter be made a detailed risk assessment before a potential starting.
16. Procedure at security defects	<ul style="list-style-type: none"> • In the matter of breach on personal data will this be notified by https://www.virk.dk without unnecessary delay and if possible within 72 hours, unless it is unlikely, that the breach entails a risk for personal rights or freedoms, cf. Data Protection instructions. • After a concrete assessment of the context of the security defect will the company also notify the affected registered.
17. Other factors	<ul style="list-style-type: none"> • On the company's website https://www.kasperkold.com appears several statements from current and former customers. These are anonymized and therefore it is not possible to identify a physical person from these.

2/6 - 2019

 Kasper Kold

Owner, Kasper Kold Business Psychology ApS