

Privacy Policy

This privacy policy explains how GreenLab uses your personal data.

Data responsible

GreenLab is the data responsible for our processing of your personal data. Our legal information is the following:

GreenLab Skive A/S
Næstildvej 10A
7860 Spøttrup
Company Registration No.: 40 11 45 21

Contact

If you have any questions about how we handle your personal information email us at info@greenlab.dk or call +45 3939 1661.

Personal data

We process personal data about:

1. Our business partners and business relations
2. Recipients of our newsletters
3. Participants in our events
4. Users of our website
5. New colleagues
6. Others who contact us

1. Business partners and business relations

If you are our business partner or business relation, we process your information in order to provide you with agreed services or receive agreed services from you.

The data we process originates from you or from the party you represent. In some cases, we collect additional information from third parties or disclose information to third parties, e.g., advisors, other companies or public authorities.

For example, we may process your identity, contact and professional information, including name, email address, telephone number, your home address, your position, your educational background and information about our business relationship. The processing takes place in order for us to fulfil our contractual and legal obligations and for us to maintain our business relationships.

The legal basis for our processing is Article 6(1)(b) of the General Data Protection Regulation, on contractual processing, and point (f) on legitimate interest in processing.

2. Recipients of our newsletters

If you sign up for our newsletters, we register your name, email address and area of interest. We use the information to send you relevant news from GreenLab. You can always unsubscribe from our newsletter by clicking Unsubscribe from this list at the bottom of the email with which the news is sent.

The legal basis for our processing is Article 6(1)(a) of the General Data Protection Regulation, about the data subject's consent to the processing of his/her personal data, as you consent to this when registering.

3. Participants in our events

If you participate in one of our events/events (e.g., conferences, tours or similar) we register the information necessary to inform you about the event and to host the event. It can be your identity-, contact- and professional information, including name, email address, telephone number, your home address, your position, your educational background and information about our relationship. In some cases, we prepare participant lists so that other participants and presenters can know who is participating. In addition, with your consent, we may store your information in order to invite you to similar events in the future.

The legal basis for our processing will depend on the specific situation and may be Article 6(1)(a) of the General Data Protection Regulation on consent, point (b) on processing as part of a contractual relationship, or point (f) on legitimate interest in the processing.

4. Users of our website

If you visit our website, www.greenlab.dk, we register which pages have been visited, when, and which browser has been used. The information is used in connection with the execution of operations and for the preparation of statistics, which can be used, among other things, to improve the structure of the website, as we anonymize the information as far as possible. Information about our use of cookies can be found in our Cookie Policy.

The legal basis for our processing is Article 6(1)(f) of the General Data Protection Regulation on legitimate interest in the processing.

5. New colleagues

If you apply for employment at GreenLab, we will process the information we receive from you. The information is only used by the persons who must decide on your employment and will, as a rule, not be disclosed unless a recruitment company assists with the employment, in which case the information is shared with the recruitment company. It can be general information e.g., name, contact information, reference to previous employment, diplomas, etc. Furthermore, it may be CPR numbers or sensitive information, e.g., about health conditions.

The legal basis for our processing is Article 6(1)(b) of the General Data Protection Regulation on processing as part of a contractual relationship and Article 6(f) on legitimate interest in the processing.

6. Others who contact us

When you contact us, we will record the information you provide. If you call us, we will, for example, register your telephone number and name as well as other information that you may provide us with and that is relevant to be able to answer your inquiry. This information may, for example, be forwarded by email to the person who is going to contact you. If you send us an email, it will be received in our mail system, and information about your email address and other information contained in the email will be processed in order to respond to your inquiry.

The legal basis for our processing will depend on the specific situation and may be Article 6(1)(a) of the General Data Protection Regulation on consent, or point (f) on legitimate interest in the processing.

Disclosure

Our processing of personal data takes place mainly in systems hosted by our IT suppliers. We have agreements with them that ensure secure processing of the information. In addition, we may disclose personal data to subcontractors or other contracting parties to the extent necessary for us to achieve the

purpose of the processing. We also have agreements with them that ensure secure processing of the information. Finally, we may disclose personal data to public authorities if we are obliged to do so by applicable law.

We do not normally transfer personal data to third countries outside the EU/EEA/UK. Transfer to third countries only takes place if there is a specific reason and a safe and lawful basis for transfer.

Storage

We store personal data as long as there is a relevant legal interest in this, which is determined specifically on the basis of an assessment of the significance of the data in conjunction with applicable limitation rules and bookkeeping requirements. If there is a relevant legal interest, storage may take place for up to 10 years.

Your rights

When GreenLab processes personal data about you, you have the following rights:

- the right to access the information we process;
- the right to rectification if the information is incorrect or misleading;
- the right, in exceptional cases, to have data deleted before the time of our regular general deletion;
- the right, in certain cases, to have the processing (except for legitimate storage) restricted so that it must only take place with consent or for the establishment, exercise or defense of legal claims, or for the protection of a person or important public interests;
- the right in certain cases to object to our otherwise lawful processing of the information; and
- the right to receive the registered personal data in structured, commonly used and machine-readable format and, in certain cases, to have it transferred from one controller to another without hindrance (data portability).

You can read more about your rights in the Danish Data Protection Agency's guide on data subjects' rights, which you can find at www.datatilsynet.dk.

You can file a complaint with the Danish Data Protection Agency if you are dissatisfied with the way we process your personal data. You can find the Danish Data Protection Agency's contact information at www.datatilsynet.dk.

Version

This privacy policy is version 1.0 and was last updated in March 2023. It will be updated if there are changes in legislation, new IT solutions or if there are changes to our business procedures.