

Privacy policy – Infobric Field

This privacy policy details how we process and protect your personal data. The privacy policy covers the processing of personal data when using our websites and digital channels and in connection with the use of the services and apps where reference is made to this policy.

The privacy policy does not cover the processing of personal data undertaken by us in the role of a data processor on behalf of our customers. For more information on how we process personal data as a data processor, please see our data protection information.

Personal data is information that can identify you directly or indirectly.

It is important to us that you feel comfortable with how we process your personal data. We take steps to ensure that the personal data we store is protected and that our processing of it is in accordance with the applicable legislation and regulations, as well as our internal guidelines and procedures.

Who is covered by this privacy policy?

This privacy policy covers:

- **Users** of our websites and digital channels, as well as of our services and apps where reference is made to this policy.
- **Contact person** for a customer, supplier, or partner of a company within the Infobric group.
- **Next-of-kins** to any of our employees.
- **External parties** who have contact with or otherwise communicate with companies within the Infobric group.

Who is responsible for the processing of personal data?

Infobric Field AB, org. nr. 559001-9179, ("we", "us", "our") is responsible for the processing of your personal data as it is described in this Privacy policy. You will find our contact details at the bottom of this document.

What personal data do we collect?

We only collect the personal data that we need. What types of personal data we collect depend on how you interact with us.

We collect and process the following categories of personal data:

- **Identity information.** Information that makes it possible to identify yourself, e.g. your name.
- **Contact details.** Information that allows us to get in touch with you, e.g. address, e-mail and telephone number.
- **Profile details.** Information that pertains to your profile, e.g. position or title, name and address to your employer or the organisation you belong to and, for next-of-kin's of people employed by us we also collect information about your relation to our co-worker.
- **User generated information.** Information about your activities and usage on our website, our digital channels and services, e.g. clicks and visits or behaviours on these.
- **Order information.** Information regarding goods or services ordered through us, e.g. amounts, prices, deliveries or service periods.
- **Communication.** Contents of your communication with us, e.g. contents of e-mails, support requests or surveys you partake in.



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- **Audiovisual materials.** Pictures and soundbites recorded of yourself or your voice, e.g. photographs or recordings made on our services or via phone or screensharing meetings.
- **Technical details.** Technical details regarding the unit you use to visit our homepage, digital channels of services, e.g. IP-address, app-version, unit ID and version of web browser or OS.

Where do we collect personal data from?

We collect personal data from:

You. We collect personal data from you when, for example, you contact us, visit our websites or other digital channels, sign up for training or an event, create a user account in our apps, or take part in a survey.

Group companies. Companies within the Infobric group collaborate and share information with each other in order to, for example, answer questions or communicate what they offer. For more information, please see the section below on which recipients personal data are shared with.

Social networking platforms. If you visit our channels on social networking platforms (e.g. Facebook or LinkedIn), we collect the personal data you provide to us via these channels.

Partners. We can collect your personal data from partners, such as when we carry out an event or other activity together with such a partner.

Publicly available sources. We can collect your personal data from publicly available sources, such as websites, various registers, and databases.

External parties. We can also collect personal data about you from external parties that provide us with your personal data, such as in connection with communication.

Why do we process your personal data?

Below is a list of the purposes for which we process personal data. Not all of the processing may apply to you, as this depends on the type of relationship you have with us. Please see the section above on who is covered by this privacy policy. To find out more about the categories of personal data we process and the legal basis for this processing for each purpose, please see our detailed information on our processing of personal data.

Processing orders of goods and services

When you order goods and services, we process your personal data for the purposes of e.g. registering the order and communicating with you regarding the order.

Managing the customer or supplier relationship

If you are the contact person for a customer, supplier, or partner to a company within the Infobric group, we process your personal data in order to manage the customer or supplier relationship or co-operation, such as in order to register you as a contact person, manage and archive agreements, and administer invoices.

Following up and evaluating the customer or supplier relationship

We process the personal data of contact people for a customer, supplier, or partner to a company within the Infobric group where this is necessary for following up and evaluating customer or supplier relationships or co-operation.

Communication between employees and external parties

In connection with communication, such as by e-mail and between employees and external parties, we process your personal data when applicable.



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Communicating what we offer and providing offers via various channels

We process your personal data to provide you with offers and tailored communication from us and our partners via various digital channels, such as via e-mail or on social media. You can unsubscribe from mailings at any time by clicking on the unsubscribe link in these mailings. For this purpose, some profiling of your data may take place by analysing your use of our websites, digital channels, apps, and services.

Managing our newsletters

We process your personal data to manage our newsletter, e.g. in order to send out the newsletter. You can unsubscribe from mailings at any time by clicking on the unsubscribe link in the newsletter.

Carrying out training, events, and other activities

When you sign up for training, an event, or other activity that we arrange, we process your personal data in order to carry out the training, event, or activity, such as to register your participation or to communicate with you about the training, event, or activity.

Answering questions

If you contact us, such as by e-mail or phone, we process the personal data you provide us with in order to answer your question.

Conducting surveys

We process your personal data if you take part in a survey that we carry out, such as in our digital channels or mailings, for the purpose of collecting your views on our business, products, and services.

Providing our apps and services

If you have registered a user account for an app or a service provided by a company within the Infobric group and which makes reference to this policy, such as the *Ease CheckIn* app, we process your personal data to provide the app or service to you, e.g. in order to give you access to the app or service and in order to manage your user account. You need to provide the information we request when you register your user account. If not, you may be unable to use the app or service.

Communicating about our apps and services

If you use our apps and services, we process your personal data to communicate with you regarding these apps and services, such as to inform you about updates to the app or service, to provide operational information, or to answer questions that you have about the app or service.

Enabling functionality on our websites

We process your personal data where this is necessary in order to provide functionality on our websites, such as in order to remember your settings. This enables us to provide a better user experience on our websites.

Following up and evaluating the use of our websites, digital channels, apps, and services

If you use our websites, digital channels, or apps and services that make reference to this policy, we use your personal data in order to follow up and evaluate the use of our digital channels, apps, and services, such as in order to collect and analyse visitor and user statistics on how you use our websites, digital channels, apps, and services.



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Recording phone calls for training and quality purposes

If you contact us by phone we can, if applicable, record the phone call for training and quality purposes. In such cases, you will be informed about this when you call and can choose to opt out of having your call recorded for this purpose.

Ensuring necessary technical functionality and security

We use your personal data to ensure the necessary technical functionality and security of our websites, apps, and services, such as for security logging, error handling, and backups.

Managing and defending legal claims

We process your personal data if this is necessary in order to manage and defend legal claims, such as in connection with a dispute or a lawsuit. For this purpose, we may share certain information with other recipients. Please see below for more information.

Fulfilling legal obligations

In order to fulfil our legal obligations, if necessary we will process your personal data, for example, in order to fulfil accounting or data protection obligations. For this purpose, we may share certain information with other recipients. Please see below for more information.

Which recipients do we share personal data with?

When necessary, we share your personal data with different recipients. You can find out more about the categories of personal data we share and the legal basis for doing so in relation to the various recipients in our detailed information on our processing of your personal data.

- **Group companies.** Companies within the Infobric group collaborate and share information with each other in order to, for example, manage orders for goods and services or communicate what they offer.
- **Partners.** In connection with events and other activities, we share personal data with the partners we are organising the activity with.
- **Social networking platforms.** We use various social networking platforms in order to, for example, communicate what we offer or to provide information about our apps and services. In connection with this, we share certain information with these platforms.
- **External parties.** When communicating with external parties, such as by e-mail, we share personal data disclosed to them by you or another party.
- **Service providers.** In order to process personal data, we share personal data with service providers that we have engaged. These service providers provide, for example, IT services (e.g. storage) and communication services (which enable us to send you messages and newsletters). When the service providers process personal data on our behalf, they act as data processors for us, and we are responsible for the processing of your personal data. They must not use your personal data for their own purposes and are contractually and legally obliged to protect your personal data.
- **Other recipients.** In some cases, when necessary, we share your personal data with other recipients for certain purposes:
 - to manage a merger or sale of the business
 - to manage and defend legal claims
 - to fulfil legal obligations
 - to respond to a lawful request.

Examples of recipients are external advisors, public authorities, courts, the police, and potential buyers and sellers should we sell the business.



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What rights do you have?

You have certain rights under current data protection legislation in relation to the personal data we have collected about you.

You have the right to:

- Request access to and a copy of the personal data we hold on you.
- Request rectification of personal data that you believe is incorrect or incomplete.
- Withdraw your consent to our processing of your personal data based on your consent.
- Request erasure in some circumstances, but not in cases where, for example, we are legally obligated to retain such data.
- Unsubscribe from marketing and mailings, such as by clicking on an unsubscribe link in a mailing.
- Request that the processing of your personal data be restricted in certain circumstances.
- Object to processing which is based on our or another party's legitimate interests for reasons related to your specific situation.
- Transfer your data (data portability) under certain circumstances by requesting a copy of the personal data we hold on you in a structured format (data portability) that you can transfer to another recipient.

If you wish to exercise your rights, please contact us using the contact details below.

Cookies and other technologies

We use cookies and other technologies on our website. For more information regarding our use of cookies and other technology, please see *our information about cookies*.

Where we process personal data

We always endeavour to store personal data within the EU. In some cases your personal data is shared with recipients outside the EU/EEA, such as to service providers engaged by us.

To protect personal data, we ensure that there are appropriate security measures in place with all service providers processing your personal data outside the EU/EEA by way of data transfer agreements, for example.

If you wish to know which non-EU/EEA countries your personal data is transferred to and the safeguards that we have taken to protect your personal data, please contact us using the contact details below.

Updates to this privacy policy

We may update this privacy policy from time to time. For example, we can collect additional information or use information for purposes other than those specified in the text. In such cases, we will notify you in advance by appropriate means, such as by showing a message on the website or by e-mail. The latest version of the privacy policy is always available on this page.

Questions?

Should you have questions about this policy or our processing of your personal data, or should you wish to invoke any of your rights, please feel free to contact us. You can find the contact details for the companies within the Infobric group in the table below.

Should you not be happy with the answers you receive, you have the right to lodge a complaint with the supervisory authority (the Swedish Data Protection Authority).

Infobric Field AB

Registration number: 559001-9179

Address: Gustavslundsvägen 147, 1TR, 167 51 Bromma



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E-mail: support@infobricfield.com

Sweden: +46 08 480 011 00
Norway: +47 23 65 26 83
UK: +44 1273 977631

Detailed information on the processing of personal data

When we process your personal data

See below for detailed information on the categories of personal data we process, the legal basis for this processing, and how long we store the data for each purpose.

Purpose	Personal data	Legal basis	Retention period
<i>Processing orders of goods and services</i>	<ul style="list-style-type: none"> Identity information Communication Contact information Order information Organisational information 	<p><i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of managing orders of goods and services.</i></p> <p><i>Fulfillment of agreements. If the order is made by an individual firm, we process the data to fulfil our agreement with you.</i></p>	Personal data is retained for this purpose for as long as is necessary in order to process your order and for a period of 10 years thereafter in order to manage and defend legal claims.
<i>Managing the customer or supplier relationship</i>	<ul style="list-style-type: none"> Identity information Communication Contact information Order information Organisational information 	<p><i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of managing our customer or supplier relationships.</i></p> <p><i>Fulfillment of agreements. If the agreement has been concluded with an individual company, we process the data to fulfil our agreement with you.</i></p>	Personal data is retained for the period of the customer or supplier relationship and for a period of 10 years thereafter in order to manage our legitimate interests and defend legal claims. The relationship is considered ongoing if we have been in contact at any time during the last twelve-month period.
<i>Following up and evaluating the customer or supplier relationship</i>	<ul style="list-style-type: none"> Identity information Order information Organisational information 	<i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of following up on and evaluating our customer or supplier relationships or collaborations.</i>	Personal data is retained for a period of 27 months from the time when it was collected. Statistics which do not contain personal data are stored indefinitely or until the statistics are deleted.
<i>Communicating about us and our business</i>	<ul style="list-style-type: none"> Identity information Audio and video material Communication Contact information Profile information 	<i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of communicating about us, our business and services.</i>	Personal data is retained for this purpose throughout the customer relationship and for a period of 12 months thereafter in order for us to fulfil our legitimate interest of communication. Personal data published in digital channels, for example our social media, are available for the duration of the publication.
<i>Communication between employees and external parties</i>	<ul style="list-style-type: none"> Identity information Audio and video material Communication Contact information Order information Organisational information 	<i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of facilitating business communication between employees and external parties.</i>	Personal data is retained for this purpose for a period of 1 year calculated from the most recent communication in each conversation and thereafter for a period of 10 years in order for us to fulfil our legitimate interest of managing and defending any legal claims.
<i>Communicating what we offer and providing offers via various channels</i>	<ul style="list-style-type: none"> User-generated data Audio and video material Identity information 	<i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of</i>	Personal data is retained for this purpose throughout the customer relationship and for a

Purpose	Personal data	Legal basis	Retention period
	<ul style="list-style-type: none"> Contact information Order information Technical data 	<p><i>communicating and distributing offers, via various channels, regarding our products and services.</i></p> <p><i>Consent. If you have given your consent to our use of Cookies and similar technology for this purpose then the processing of your personal data is based on your consent.</i></p>	<p>period of 12 months thereafter in order for us to fulfil our legitimate interest of re-recruitment. If there is no customer relationship, the data is retained for this purpose for a period of 3 months calculated from when the data was collected.</p>
Managing our newsletters	<ul style="list-style-type: none"> Identity information Contact information 	<p><i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of managing our newsletters.</i></p>	<p>Personal data is retained for this purpose until further notice and until you unsubscribe from the newsletter.</p>
Following up and evaluating the use of our websites, digital channels, apps, and services	<ul style="list-style-type: none"> Identity information Contact information Order information Technical data Profile information 	<p><i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of following up on and evaluating the use of our websites, digital channels, apps, and services.</i></p>	<p>Personal data is retained for this purpose for a period of 27 months. Statistics which do not contain personal data are stored indefinitely or until the statistics are deleted.</p>
Developing and improving our business	<ul style="list-style-type: none"> Identity information Order information Profile information 	<p><i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of developing and improving our business.</i></p>	<p>Personal data is retained for this purpose for a period of 27 months. Statistics which do not contain personal data are stored indefinitely or until the statistics are deleted.</p>
Developing and improving our business	<ul style="list-style-type: none"> Identity information Order information Profile information 	<p><i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of developing and improving our business.</i></p>	<p>Personal data is retained for this purpose for a period of 27 months. Statistics which do not contain personal data are stored indefinitely or until the statistics are deleted.</p>
Documenting the business	<ul style="list-style-type: none"> Audio and video materials Identity information Communication Contact information Profile information 	<p><i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of documenting the business.</i></p>	<p>Personal data is retained for this purpose are stored indefinitely or until the information is deleted.</p>
Carrying out training, events, and other activities	<ul style="list-style-type: none"> Audio and video materials Health data Identity information Communication Contact information Organisational information Training information 	<p><i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of carrying out training, events, and other activities.</i></p>	<p>Personal data is retained for this purpose for the time necessary to carry out the activity and for a period of 12 months thereafter to fulfil our legitimate interest in following up and evaluating the activity, as well as to invite you to new activities. Reports and statistics not containing personal data are saved indefinitely or until they are deleted. Audio and video materials collected are saved indefinitely or until deleted if it is necessary to fulfill our legitimate interest of documenting our business.</p>
Answering questions and delivering customer service	<ul style="list-style-type: none"> Identity information Communication Contact information Order information Organisational information 	<p><i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of responding to your question.</i></p>	<p>Personal data is retained for this purpose throughout the customer relationship and for a period of 10 years thereafter in order to manage and defend legal claims. If there is no customer relationship, personal data is retained for this purpose for a period of one month from the most recent communication in each conversation.</p>

Purpose	Personal data	Legal basis	Retention period
Conducting surveys	<ul style="list-style-type: none"> Identity information Contact information 	<i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of carrying out surveys for the purpose of collecting your views on our business, products, and services.</i>	Personal data is retained for this purpose during the period that the survey is carried out and for a period of 3 months thereafter in order for us to compile the responses in a report. Statistics which do not contain personal data are stored indefinitely or until the statistics are deleted.
Managing user accounts in our services	<ul style="list-style-type: none"> Identity information Contact information Technical information 	<i>Fulfillment of agreements. Processing is necessary in order to fulfil the applicable terms for the app or service.</i>	Personal data is retained for this purpose during the period that the user is considered active and for a period of 2 years thereafter. A user account is considered active if the user has been logged in in the last two years.
Communicating about our apps and services	<ul style="list-style-type: none"> Identity information Contact information Profile data Technical data 	<i>Fulfillment of agreements. Processing is necessary in order to fulfil the applicable terms for the app or service.</i>	Personal data is retained for this purpose during the period that the user is considered active and for a period of 2 years thereafter. A user account is considered active if the user has been logged in in the last two years.
Enabling functionality on our websites	<ul style="list-style-type: none"> Technical data 	<i>Legitimate interest. Processing is necessary in order to fulfil our legitimate interest of enabling the functionality of our websites for the purpose of providing a better user experience.</i>	Personal data is retained for this purpose throughout your visit and for a period of 12 months thereafter in order for us to fulfil our legitimate interest of providing a better user experience.
Following up and evaluating the use of our websites, digital channels, apps, and services	<ul style="list-style-type: none"> User-generated data Technical data 	<i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of following up on and evaluating the use of our websites, digital channels, apps, and services.</i>	Personal data is retained for this purpose throughout your visit and for a period of 12 months thereafter in order for us to fulfil our legitimate interest of providing a better user experience.
Recording phone calls for training and quality purposes	<ul style="list-style-type: none"> Audio and video material Identity information Communication Contact information Organisational information 	<i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of ensuring the necessary technical functionality of our websites, apps, and services.</i>	Personal data is retained for this purpose for a period of 1 month from the time of the conversation.
Communicating accidents, incidents and similar events	<ul style="list-style-type: none"> Audio and video material Identity information Communication Contact information Profile information 	<i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of registering you in our register for next's of kin, and to document an accident or incident you have been privy to.</i>	Personal data is retained for this purpose for as long as is necessary in order to process your order and for a period of 10 years thereafter in order to manage and defend legal claims.
Ensuring necessary technical functionality and security	<ul style="list-style-type: none"> All relevant categories of personal data 	<i>Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of ensuring the necessary technical functionality and security of our websites, apps, and services.</i>	Personal data is retained for this purpose for as long as your user account is active. Personal data in logs is retained in order to fulfil our legitimate interest of troubleshooting and incident management for a period of two (2) years from the log entry time

Purpose	Personal data	Legal basis	Retention period
Managing and defending legal claims	<ul style="list-style-type: none"> All categories of personal data that are necessary for managing and defending a legal claim in an individual case. 	Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of managing and defending legal claims.	Personal data is retained for the period required in order for us to manage and defend the legal claim.
Fulfilling legal obligations	<ul style="list-style-type: none"> All categories of personal data as are necessary for fulfilling the legal obligation. 	Fulfilling a legal obligation. Processing is necessary in order for us to fulfil our legal obligations.	Personal data is retained for the period required in order for us to fulfil each of our legal obligations. By way of example, personal data in accounting material is retained for 10 years from the end of the calendar year in which the relevant financial year ended in accordance with the Swedish Accounting Act (1999:1078).

When we share your personal data with different recipients

See below for detailed information on the categories of personal data we share with different categories of recipients for various purposes and on which legal basis we do this.

Recipient	Purpose	Personal data	Legal basis
Group Companies	Communication between employees and external parties	<ul style="list-style-type: none"> Identity information Audio and video material Communication Contact information Order information Organisational information 	Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of facilitating business communication between employees and external parties.
	Communicating what we offer and providing offers via various channels	<ul style="list-style-type: none"> User-generated data Audio and video material Identity information Contact information Order information Technical data 	Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of communicating and distributing offers, via various channels, regarding our products and services.
Social networking platforms	Communicating what we offer and providing offers via various channels	<ul style="list-style-type: none"> User-generated data Audio and video material Identity information Contact information Order information Technical data 	Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of communicating and distributing offers, via various channels, regarding our products and services.
	Communicating about our apps and services	<ul style="list-style-type: none"> Identity information Contact information Technical data 	Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of communicating about our apps and services.
External parties	Communication between employees and external parties	<ul style="list-style-type: none"> Identity information Audio and video material Communication Contact information Order information Organisational information 	Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of facilitating business communication between employees and external parties.
External parties	Communication between employees and external parties	<ul style="list-style-type: none"> Identity information Audio and video material Communication Contact information Order information Organisational information 	Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of facilitating business communication between employees and external parties.
	Carrying out training, events, and other activities	<ul style="list-style-type: none"> Identity information 	Legitimate interest. Processing is necessary in order for us to fulfil our

Purpose

Personal data

Legal basis

- Audio and video material
 - Communication
 - Contact information
 - Order information
 - Organisational information
- legitimate interest of carrying out training, events, and other activities*

Övriga mottagare

Purpose

To manage a merger or sale of the business

Only the personal data that is necessary for this purpose is shared with the recipient.

Legal basis

Legitimate interest. Processing is necessary in order for us to fulfil our and the buyer's legitimate interest of completing the sale or merger.

Managing and defending legal claims

Only the personal data that is necessary for this purpose is shared with the recipient.

Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of managing and defending legal claims.

Fulfilling legal obligations

Only the personal data that is necessary for this purpose is shared with the recipient.

Fulfilling a legal obligation. Processing is necessary in order for us to fulfil our legal obligations.

To respond to a legal request

Only the personal data that is necessary for this purpose is shared with the recipient.

Legitimate interest or to fulfil a legal obligation. To the extent that we are obliged to respond to a legal request, personal data is processed in order to fulfil this legal obligation. Otherwise, processing is based on a balance of interests when it is necessary to fulfil our and the requester's legitimate interest in our responding to the enquiry.

To protect and guarantee the safety of our employees

Only the categories of personal data as are necessary for fulfilling the legal obligation.

Legitimate interest. Processing is necessary in order for us to fulfil our legitimate interest of securing the safety of our employees.