



A-spect (Ad Notam AB) Integrity Policy

A-spect (juridical name Ad Notam, AB, corporate number: 556868-2420, (A-spect) cares for your integrity and we want you to feel safe about how we process your personal data. Whenever personal data or other important information is processed by A-spect, we always do it with the utmost account of privacy.

When you contact us, for example to purchase our service or product, you accept our integrity policy and our processing of personal data. You also approve that A-spect uses electronic communication channels to send you information. In order to offer you our services and products, we need to process your personal data according to the below describes procedures.

You can always contact us to receive more information on integrity or data protection by sending an e-mail to info@a-spect-se

What personal data do we process?

We process your personal data and data regarding payments when you use our services.

The data is collected directly when you contact us in order to make an inquiry, subscribe to our newsletter, interact with us on social media or whenever you contact us by e-mail, phone or post and during events/fairs.

This information could for example be:

- Personal data and contact information – name, date of birth, personal ID number, invoice and delivery address, telephone and cell phone number, position in the company, competences etc.
- Information about payments, invoice information, bank account number, etc.

Information that we collect about you:

When you contact us we can collect information about (please note that we do not necessarily collect all information that is mentioned below):

- Personal information and data, such as your name, date of birth your personal ID number, invoice and delivery address, e-mail address, mobile phone number, picture/video, position in your company, employee number and competences.
- Information regarding services/products – details regarding these products or services that you have purchased or have shown interest to purchase.
- Financial information – any possible credits, debts, or negative payment history.
- Historical information – previous completed trainings and qualifications, purchases, payment and credit history.
- Geographical information – your geographical position.

Data that you provide us and that we collect about you, and the information about products/services, and the financial information, is generally required to establish contractual relationship with us.

Why do we need your personal data?

Your personal data is used to enable us to offer, provide and improve our services. We collect personal data to identify you as a customer, and to handle and deliver the service that you are registered for, and also to be able to charge for our services.

To whom can we disclose your personal data?

In order to carry out our commitments towards our customers and other stakeholders, we can transfer or share information with a third party such as suppliers or subcontractors. The parties that we share your personal data with, process your personal data on our behalf and according to our instructions.

In such cases we share your personal data with the receiver that is acting independently in relation to the services that we are providing to you. Your personal data can be handed out to the authorities based on legal grounds and obligations, in accordance with legal requirements and government decisions.

For how long do we store your personal data?

Your personal data is only saved as long as needed to fulfill the purposes of the processing, or as long as we are obligated by law to save the data. When we save your personal data for other purposes than contractual purposes, we save it only as long as it is needed to fulfill the purpose.

Your rights:

- **You have the right to receive a confirmation** as to whether and how A-spect is processing your personal data and an extract of which data is being processed.
- **You have the right to request a correction** if your data is incorrect and to supplement incomplete personal data.
- **You have the right to request** that your personal data be erased. In certain cases, your request may be denied, for example if we require your data in order to perform our agreement with you or to perform our legal obligations.

