

# KENDA Europe personal data & cookie policy

How we process and protect personal data for persons not a part of KENDA Europe

## 1. Purpose

Public personal data policy for: KENDA Europe A/S (CVR 14 33 97 01) and all European subsidiaries of KENDA Europe. The purpose of the policy is to publish guidelines for how the company processes personal data and ensures that customers and partners give consent for the company's processing of personal data.

## 2. Scope / limitation

The document is for publication on the company's website and for delivery to customers and partners on request. If you cannot accept this policy, you should avoid using the KENDA Europe Specialty website and entering cooperation with KENDA Europe A/S.

## 3. Personal data

Personal data includes all information that can be used to identify a person, including, but not limited to, first and last name, age, gender, private address or other physical address, email address or other contact information, regardless of whether they concern the person's private residence or workplace.

As a rule, you can go to the website without telling us who you are or giving personal information about yourself. However, we need certain personal data to be able to cooperate with you and deliver information and news.

Our website collects and processes information about you when you:

Navigate to the website

Send an inquiry, complaint or give us feedback via email.

Are logged in on our webshops. On the webshops, registration of your company data or personal data and personally identifiable information is necessary to be able to serve you and improve the webshop.

We do not collect personally identifiable information about you from third parties.

We only collect the personal data via our website that is necessary to deliver the service you are seeking.

## 4. Disclosing of personal data

Personal data given on our website is only disclosed to:

The company's internal, relevant departments.

Selected and trusted subcontractors who can use your personal data to deliver services that you have ordered (for instance our logistics partners).

Public authorities in accordance with laws / requirements.

In general, we only disclose personal data to others, if you commit abuse or fraud towards the company.

To be able to develop and improve the website, we keep statistics on how you use the website. The statistics are exclusively used in summarized form, e.g. to see which pages and browsers our website-visitors use most. This enable us to improve the user experience and the content of our website.

Except for the above cases, we do not disclose data about your use of the services on our website.

## **5. Storing of personal data**

The personal data is stored on servers inside Europe. Some personal data is administered by a subcontractor (Data Processor), who stores and processes personal data on KENDA Europe's behalf in accordance with this data policy and the applicable legislation on protection of personal data.

We only store personal data as long as it is necessary in relation to the stated purposes above.

## **6. Access to and deletion of information**

You can always have personal data we have collected about you corrected or deleted.

If you want to learn more about how we process your personal data or want your information deleted, you should write to us at: [communication@kendaeurope.com](mailto:communication@kendaeurope.com).

## **7. Cookies**

In addition to the information that you yourself may enter when using our websites (specialty.kendaeurope.com, ch.kendaeurope.shop, pl.kendaeurope.shop and uk.kendaeurope.shop) use cookies. Cookies are digital information packets that the website stores on your hard drive. The cookies used do not identify the individual user, but rather the user's electronic device. A cookie is not a program and does not contain viruses. The use of cookies does not impair your security when using the website.

Cookies are used to get the website to function and to improve the website's service, e.g. How the system remembers your email address when you as a subscriber want to change your subscription. Cookies are also used for traffic measurement, including for statistics and analytical purposes. Cookies are also used for targeted marketing, which is based on information about your behaviour on the website.

If you do not want the company to identify your electronic device using cookies, you delete and block cookies from within your browser.

## **8. Statistics and Google Analytics**

For each visit to the website – regardless of the presence of a cookie – we register your type of browser, operating system, host and the web addresses of the pages where access is requested.

We use Google Analytics to create statistics of the use of our sites.

This data will be used in a summarised and anonymous form for statistical analysis about the general use of the website.

## **9. Recruitment**

If you are interested in joining the KENDA Europe team and therefore send us an unsolicited application or apply for an open position, we see this as your consent to share your application and submitted documentation with the relevant people within the organisation. We keep your application and submitted papers for 6 months. Your personal data is securely processed and only available for the relevant people in KENDA Europe as a part of our recruitment process. If you have questions or want your files deleted within the 6 months, please contact [communication@kendaeurope.com](mailto:communication@kendaeurope.com) or [hr@kendaeurope.com](mailto:hr@kendaeurope.com).

## **10. Contact, changing and updating of the privacy policy**

The company is obliged to continuously comply with legislative requirements for protection of privacy. If you have questions or comments on our personal data policy or how we use your personal data, you can contact us at [communication@kendaeurope.com](mailto:communication@kendaeurope.com).