



INTEGRITY POLICY

This policy applies to the processing and handling of personal data by AB Donsö Fiskeredsskap & Skeppsfurnering (hereinafter referred to as “DFS” or “we”). Our ambition is transparency regarding how our customers, suppliers and other business contacts (hereinafter referred to as “data subject” or “you”) personal data is processed.

Our processing of personal data

DFS core business does not revolve around the processing of personal data, it is however required to a certain degree. We store business contacts and company information that might include personal data according to the following two purposes.

To Uphold a Functioning Communication Flow

DFS are in contact with thousands of customers, suppliers and other business contacts. To ensure a qualitative service and communication flow we store business contact information (if you have shared the information with us), this information includes first name, last name, e-mail and phone number. Any information deemed unnecessary to ensure qualitative service and communication flow is not stored. When the information no longer fulfills this purpose, it is removed. All employees of DFS have the individual responsibility to follow this policy and remove unnecessary or expired personal data.

To Complete Business Transactions

This category of information is in no way required to include personal data and in many cases it solely includes company details. However, in some cases the personal data of an individual is linked to the company details and this information must be stored for business transaction purposes. According to Swedish Law (Bokföringslag 1999:1078) some information (e.g. invoices) must be kept for a minimum time period of seven years.

DFS will never use personal data for the purpose of large scale marketing, sell any personal data or share the information with any third parties (unless we are required to do so by law).

Categories of Personal Data

Regarding business relationships DFS processes the following categories of personal data.

- First name
- Last name
- Phone number
- E-mail

The data is stored until the business relationship ceases to exist or the purpose of processing becomes invalid in any other way.

Employees

We process the minimum required amount of information regarding our employees, if the employment is ended the data is erased as soon as DFS commitment towards the employee has expired. Employee personal data contains several more categories when compared to our processing regarding business relationships, the reason for this is that more information is required for DFS to uphold its responsibilities towards the employee.

Special cases

Within certain areas of the maritime industry we are required to abide by strict security legislation, in these cases we are sometimes required to process personal data of more sensible nature. An example of this might be the processing of a driver's social security number so that the individual is allowed entry to a secure area. In these instances, we invoke stricter processing and always erase all data as soon as the task is complete.

Your rights

Consent

As of 2018-05-25 all organizations require your consent for processing your personal data. The request for consent shall be provided without any signs of unclarity, the same demand of clarity is applicable to the consent you provide.

Right of Access

In accordance with Article 15 of the General Data Protection Regulation you have the right to get confirmation as to whether or not your personal data is being processed by any organization. If so you also have the right to know what kind of personal data (categories) is being processed, and why it is being processed.

Right to Rectification

In accordance with Article 16 of the General Data Protection Regulation you have the right to demand rectification of the personal data being processed by any organization.

Right to be Forgotten

In accordance with Article 17 of the General Data Protection Regulation you also have the right to demand that the organization ceases to process your personal data, this includes erasing any stored personal data.

If you would like to use any of the rights described above, please send contact us directly and we will assist in any way we can.

Security

The General Data Protection Regulation requires companies to guarantee the security of processed personal data. To make sure no personal data is subject to security breaches DFS only use approved software when processing personal data. The data is stored on servers in the care of our IT-partner, the contract between DFS and our IT-partner ensures that the supplier exceeds the demand regarding information security. This includes sufficient firewall protection, counter measures towards breaches (hacking) and general protection regarding malware and alike. If you need more information regarding this we encourage you to contact us directly.

Our promise

Our promise is to exceed the expectations made towards a company which core business does not revolve around the processing of personal data.

- We will always meet or exceed minimum requirements by regulation and legislative measures
- We will continuously evaluate our methods of processing of personal data
- Our business contacts personal data shall never be subject to security breaches, theft or unwilling erasure
- Our methods of processing personal data shall remain transparent towards the data subjects and supervisory authorities

We will always encourage our clients, suppliers or other business contacts to contact us if they would like to know more regarding our processing of personal data or any other matter connected to this topic.