

# Data Privacy

## Introduction

The 25<sup>th</sup> of May, 2018 a new law about privacy policy (GDPR) will begin to apply in EU. Therefor we would like to inform you how DUWEL store your personal information

## Why do we collect information about you?

We collect your information to enable us to supply you with information from our 'Alert Service' which delivers the latest press releases and regulatory news direct to your mailbox.

## How do we collect personal information about you?

We collect your information when exchanges business cards with each other, from website and/or from e-mail.

## What personal information do we collect?

We collect the following types of personal information about you:

- Full name
- Mobile telephone number
- E-mail address
- Company name
- Position

## How do we use personal information about you?

We will use your information to supply you with information from our business and to contact you for appointments you have the option to change these preferences at any time.

## Use of Cookies

It is our policy to use cookies only for more accurate anonymous analysis such as tracking the time/date of the visit, the page viewed, the referrer, etc.

For detailed information on the cookies we use and the purpose for which we use them, please see the [Cookies Section](#) on this website.

## Will we share your personal information with anyone else?

We respect your privacy and do not sell, rent or loan any identifiable information collected on this site. Any information that you give us will be treated with the utmost care and security. It will not be used in ways to which you have not consented.

## Where we store your information?

All personal information we have about you is stored on secure servers operated by DUWEL third party service providers. These third party service providers have access to your personal information needed to perform their functions, but may not use it for other purposes. DUWEL ensures that these third party service providers will only process your personal data in accordance with this policy and applicable Data Protection legislation.

## Data Transfers

Your personal information may be transferred to DUWEL offices operating in countries outside the European Economic Area (EEA) or may be processed by our third party service providers based or operating outside the EEA. We will use appropriate safeguards to ensure that your personal data is treated securely and in accordance the Data Protection legislation in connection to such transfers or processing of your personal data outside the EEA.

## Data Retention

Your personal information will be held in DUWEL's CRM system for an indefinite period to manage our relationship with you. We will carry out periodic data reviews of this information to ensure that it is up to date and accurate.

## Your Rights

You have the following rights in connection with your personal information processed by DUWEL:

**Access** – you can request access to your personal information and further details about how your personal information is handled by DUWEL

**Rectification** – you can request rectification of any incorrect personal data held about you

**Erasure** – you can request erasure of any personal data where the processing isn't necessary for the purposes of the legitimate interests pursued by DUWEL or by a third party

If you are concerned or have questions about how DUWEL handles your personal data or to exercise any of these rights at any time please contact us at [info@duwelgroup.com](mailto:info@duwelgroup.com) and we will do our best to assist you.

## Changes to our Privacy Policy

DUWEL reserves the right to revise this privacy policy or any part of it from time to time. Please check back frequently to see any updates or changes to our privacy policy.