

## SP Group – personal data politics for websites.

In this document you will find information on how SP Group and its companies handles personal data and cookies.

Personal data covers any form of information on an identified unit or identifiable physical person. Personal data covers information like ones contact information, search history and transactions.

A cookie is a small text file which is on your device while using websites belonging to SP Group or any of its companies. A cookie is used for registering which of our sites you are visiting, and measures time spend on each page, but do not provide any information on who you are.

What personal data do we collect? When using our websites, we collect information on your IP-address, your browser, which sites you are looking at and when you do it.

What is my personal data used for? Information about your presence on any of our websites is exclusively used for statistics on how we can improve our websites.

**To whom do we pass on personal data?** We do not pass on any information about you unless we have a mutual agreement with you on this.

Our data are stored and protected in a net solution which is based in EU. The net solution includes an agreement on data processing.

Additionally, your personal data are not passed on, just as your personal data are being not sold to third parties.

**How are your data protected?** We are obliged to ensure your data is well protected. We make safety measures with the purpose to avoid any information by accident, or illegally, will be destroyed, lost, or deteriorated. Additionally, we ensure that your data won't be exposed to trespassers, misused, or treated in a way that disputes any regulations.

Your data are deleted when we no longer are obliged to store them, nor are relevant which are typically after five years.

**Special information on cookies:** Cookies are used for improving our websites. When using any of our websites you accept SP Group's and its companies' use of cookies. Cookies are deleted few months after your last visit.

**Your rights:** You may at any time ask which information we have collected on you. Additionally, according to personal data legislation you may require we correct wrong information, make an objection on our processing of your personal data, and ask us to minimize the known amount of your personal data that have been collected – and ultimately deleted in case we are not obliged to process them.

If you have questions on how we process your personal data, how our websites use cookies or need more information, you are welcome to contact us by phone, email or letter. Our contact information is displayed at our website.

Do you want to file a complaint on an individual company's' use of your personal data after having contacting SP Group, you may file a complaint to the in-situ data protection agency.