

# PRIVACY POLICY

## Nordion Energi Aktiebolag

### About Nordion Energi Aktiebolag and this privacy policy

Nordion Energi Aktiebolag, reg.no. 556376-3765, (“**Nordion Energi**” or “**we**”) is a Swedish company that, together with its two wholly owned subsidiaries, Swedegas and Weum, work with infrastructure and climate-neutral distribution of gas.

As part of our business, Nordion Energi processes personal data for which Nordion Energi is the data controller. This means that Nordion Energi is responsible for ensuring that the processing of personal data is carried out in accordance with applicable law and this privacy policy. We take all necessary measures to make sure that your personal data are being processed by us in a lawful, fair and transparent manner.

It is important to us that you feel comfortable with how we process your personal data. This privacy policy covers all necessary information about our personal data processing and it is important that you read and understand this privacy policy before you use any of our services. You should not use any of our services if you do not approve of this privacy policy. Should you have any questions regarding our processing of your personal data, please contact us by using the contact details below.

Please note that our website may contain links to websites provided by third parties. These websites have their own privacy policies and Nordion Energi is not responsible for their business or their information policies. We recommend users who submit information to or through these third-party websites to review the privacy policies on these websites before submitting any personal data to them.

### What personal data do we collect and where from?

The types of personal data that we collect may, depending on the context, include:

- name and contact information including address, mobile number and e-mail address;
- personal identity number;
- job applications, including cover letters, resumé, and photos (as applicable);
- gender;
- other information that is relevant for customer surveys, advertisement/marketing or offers, to provide you with invitations to events; and/or
- IP address.

We may collect your personal data from the following sources:

- when you contact us by **e-mail or phone**;
- Nordion Energi’s **website**, e.g. contact us through our website or when you submit a job application;

- by way of **agreement, invoice** or other **business contact**, if you are a customer or a contact person for any of our business partners; and/or
- from **third parties** in the form of group companies, public records, or any of our business partners.

## Why do we process your personal data?

Nordion Energi may use your personal data for the following purposes and based on the following legal grounds:

- **Performance of a contract:**
  - For the handling and administration of purchases, deliveries of products and performances of services, to make payments, for recruitment processes, and to provide customer support.
- **Compliance with a legal obligation**
  - We save invoice documentation and recruitment documentation in accordance with applicable accounting laws and regulations.
  - We process personal data when carrying out certain mandatory risk, security and anti-fraud controls.
- **Legitimate interests**
  - Communication: In order for us to be able to communicate with you by e-mail (or other communication tools), and to handle any business transaction made by a business contact on behalf of a company, we process the contact person's personal data.
  - Event purposes: In order for us to organize events regarding our business and group services, including sending out invitations to events we may process your personal data.
  - Marketing purposes: In order for us to market our business, provide you with information regarding our business or present you with offers in the best possible way we might need to use your data to contact you.
  - Product development: In order for us to optimise our business development and be able to build a fantastic service loved by our users, we might need to process parts of your data.
- **Consent**
  - To provide you with direct marketing and to perform customer surveys.

## Retention of personal data

Nordion Energi takes all reasonable steps to ensure that your personal data is processed and stored securely. Your personal data will never be stored longer than permitted by applicable law or longer than necessary to fulfil the above stated purposes. Your personal data will be processed by us during the following time periods, after which they will be deleted:

- **Contact person for a company:** Your personal data are saved for as long as you are a contact person for a company doing business with Nordion Energi.

- **Performance of a contract:** Personal data (name, address, telephone number, e-mail, billing and delivery information) which is submitted to Nordion Energi in connection with contacts with Nordion Energi are stored for as long as necessary in order for Nordion Energi's performance of the agreement with you. This includes, *inter alia*, fulfilling delivery or warranty commitments.
- **Communication:** If you are in contact with Nordion Energi by, for example, e-mail your personal data are saved for as long as it is necessary for us to answer your question and complete any follow-up inquiries.
- **Job applicants:** Nordion Energi saves your application documentation, including your resumé, cover letter and photo, as applicable, during the recruitment process and for a following period of two years, in order for us to defend potential legal claims.
- **Legal obligation:** Nordion Energi saves any documentation that constitutes accounting information in accordance with applicable accounting legislation.
- **Consent:** In the event that we process your personal data based on your consent, we only save your personal data for as long as we still have your consent.
- **Direct marketing:** We may process your personal data for direct marketing purposes for as long as one year after the customer relationship has ended, unless you object to your personal data being used for direct marketing purposes.

## Transfer of personal data

Nordion Energi only transfers personal data as described below. We always observe great caution when transferring your personal data and your personal data is only transferred in accordance with this privacy policy and after taking appropriate security measures. We do not sell personal data to third parties. Nordion Energi may transfer your personal data in the following situations:

- **Group companies:** Nordion Energi may transfer your personal data to other group companies for the purpose of providing the group's services, fulfil obligations in agreements or legal obligations/decisions by a court.
- **Business partners which are not group companies:** Our business partners will get access to your personal data to the extent necessary for them to fulfil their obligations relating to your purchase. We will clearly state when one of our business partners is involved in your purchase.
- **Business transactions:** If all or part of Nordion Energi's operations is sold or integrated with any other business, operation or company, your personal data may be disclosed to our advisors, potential buyers and their advisors, and be transferred to the new owners of the operation.
- **Third-party service providers:** Some companies provide services on our behalf. These services include, *inter alia*, credit reports, delivery of goods and analyses of information. These companies will get access to your personal data to the extent necessary for them to fulfill their obligations, but they may not use or share the information for any other purposes.
- **Legal obligations:** Your personal data may also be disclosed for the purpose of Nordion Energi's compliance with certain legal obligations and it may be transferred to the Police and other relevant public authorities when permitted and required by law.

The types of transfers mentioned above are, as a starting point, only carried out to companies within the EU or EEA (i.e. all EU member states and Iceland, Norway and Lichtenstein). We do not process any personal data outside the EU and EEA.

Notwithstanding the above, under certain circumstances, personal data may be transferred to countries outside of the EU/EEA. When such transfers are carried out, Nordion Energi takes all appropriate measures to ensure that your personal data is adequately protected and that all processing is performed in accordance with applicable data protection laws and this privacy policy. This may include, for instance, that:

- the EU commission has decided that the receiving country ensures an adequate level of protection;
- Nordion Energi has collected your explicit consent prior to the transfer; or that
- an agreement including certain standard contractual clauses issued by the European Commission has been entered into between Nordion Energi and the recipient.

You have the right to obtain a copy of the safeguards that we use when transferring personal data to a country outside of the EU/EEA by contacting Nordion Energi.

## **Withdrawal of consent**

In the event that we process your personal data based on your consent, it is important that you are aware of your right to withdraw your consent at any time. You may withdraw your consent by contacting us on the contact details provided below. Such withdrawal may be made in whole or in part. If you do not wish to receive marketing and offers from us, you can withdraw your consent by contacting customer service or, as regards direct marketing via e-mail, by following the link in our marketing e-mails.

## **Your rights**

You have the right to request information about what personal data concerning you that we are processing and how it is being used by contacting us in writing (see contact details below). You also have the right to request correction of incorrect, incomplete or ambiguous personal data concerning you by contacting us. For the protection of your privacy and your personal data, we may require that you identify yourself in connection with our assistance.

In accordance with applicable data protection laws, you also have the right to request that your personal data be erased or that the processing of your personal data be restricted. In certain situations, you also have the right to object to the processing of your personal data and request that your personal data be transmitted in an electronic format.

You may file a complaint with the Swedish Data Protection Authority (Sw. *Integritetsskyddsmyndigheten*) if you believe that Nordion Energi's processing of your personal data is not carried out in accordance with applicable laws.

## **Changes to the privacy policy**

Please note that the terms of the privacy policy may be changed or amended. Any new version will be published on Nordion Energi's website. Consequently, you should review these terms on a regular

basis to make sure that you are satisfied with the changes. In case of any material changes we will, however, e-mail you, if you have given us your e-mail address, to make you aware of any changes made.

## **Contact us**

If you have any questions related to this privacy policy, if you suspect that a breach of this privacy policy has occurred, or if you would like to contact us for any reason stated in this privacy policy, please contact us using the contact details provided below.

### **Nordion Energi Aktiebolag, Data protection officer:**

Address: Box 362, SE-201 23 Malmö

Phone number: +46722258403

E-mail: [jonas.benke@nordionenergi.se](mailto:jonas.benke@nordionenergi.se)