

Our data privacy and protection policy

The Copenhagen Compliance®
Group of companies



COPENHAGEN
COMPLIANCE
Topical and Timely



EU **GDPR**
INSTITUTE



information
security
institute

Introduction

We have written this Privacy Policy to inform you, by the terms of the EU Data Protection Regulation, of what information we collect, how we use data and what you may do as a visitor to this website.

The protection of your personal data during the collection, processing and use during your visit to our website is critical to us. Personal information is information that helps you identify your identity. This includes information such as your real name, address, postal address, telephone number. Information that is not directly related to your identity and status (for example, preferred websites or the number of users of a website) is not collected.

Your data is protected by the law. Below is information on the collected information during your visit to the Site and how it is used:

1. Collection and processing of data

Every access to our website and every retrieval of a file stored on the website is logged. The storage serves internal system-related, statistical purposes and for reasons of data security, to ensure the stability and the operational safety of our system, primarily provided by the host as a standard.

The following are logged: name of the retrieved file, date and time of the retrieval, amount of transmitted data, message about the successful retrieval, web browser and related. Besides, the IP addresses of the requesting computer are logged. We store this data for approx. 45 days.

Additional personal data will only be collected if you voluntarily provide this information, for example, in the context of a request or registration. This option is currently not in use, except when you register for our conferences, workshops, seminars and related participation.

2. Use and disclosure of personal data

Insofar as you have provided us with personal data, we only use these to answer your inquiries, to process contracts concluded with you and for technical administration. We store your data within the scope of the legal storage obligations.

The deletion of the stored personal data takes place if you revoke your consent to the storage, if their knowledge is no longer necessary for the fulfilment of the purpose pursued with the storage or if their storage for other legal reasons is inadmissible.

3. Your rights

You have the right to information, correction, deletion, restriction, data portability, revocation and opposition. Contact us regarding any issues. If you believe that the

processing of your data violates the Data Protection Act or if you feel that your privacy claims are violated in a manner that we regret, you may contact the Regulatory Authority. Due to the global nature of our business, it would be the local data protection authority. You are welcome to contact us to get information on the local authority contact details.

Upon written request, we will gladly inform you about the data stored about you. Security note: We endeavour to store your personal data by taking all technical and organisational possibilities so that they are not accessible to third parties. When communicating by e-mail, complete data security can not be guaranteed. We, therefore, recommend that confidential information be sent by post. For external links to third-party content we can not accept liability despite careful content control. Please see the attached note on your rights according to GDPR and related global regulations.

4. Cookies and web analytics

Cookies, other tracking technologies as well as functions of the web analysis service of our website Host one.com can be used on our internet platform in many different ways. Cookies are small pieces of text information that enable us to recognise the user and analyse your use of our websites. The generated data is transmitted to the server of the provider and stored there.

They serve to make our website more user-friendly, effective and secure overall. Besides, cookies are used to measure the frequency of page views and general navigation. Your IP address will be saved but pseudonymised. As a result, only a rough localisation is possible.

By using our website you agree that we use cookies. You can refuse and delete the acceptance of cookies in your browser settings at any time. How this works in detail, please refer to the instructions of your browser manufacturer. If you decide against certain technical and functional cookies, the functionality of our website may be limited. Some cookies remain stored on your device until you delete them.

5. TLS encryption with https

We use https to securely transfer data over the Internet. By using TLS (Transport Layer Security), an encryption protocol for the secure transmission of data over the Internet, we can ensure the protection of confidential data. You acknowledge the use of this security for data transmission through the small padlock icon in the upper left corner of the browser and the use of the https scheme as part of our Internet address.

6. Privacy by categories

Additional privacy information by the affected group:

6.1 Interested parties

Those interested include those affected by marketing information, the Internet, e-mail, etc., or requesting performance information. The purpose of the processing is the detailed information of the interested parties about the services of The Copenhagen Compliance group incl. The EUGDPR Institute and The Information/Security Institute offers.

During processing both the contact details of the interested party (name, address, e-mail, telephone number) and the reason for the interest are stored and processed. The transmission of the data to third parties does not take place.

The storage of the data takes place max. Three years after the last contact should not result from the interest of a customer contract. When processing personal data for visitors, no personal automated decision/profiling methods are used.

PDF "Declaration of consent for the collection of prospect and customer data."

6.2 Customers

We process personal data that fall under the following categories of data:

- Name company,
- Career/occupation,
- Date of birth,
- Commercial register,
- Interlocutor,
- Business address and other addresses of the customer,
- Contact information (telephone number, fax number, e-mail address, etc.)
- Bank details, credit card details,
- References,
- UID number,
- Customer service inquiries

PDF "Declaration of consent for the collection of prospect and customer data."

The data is voluntarily provided by the customer, and we process this data based on your consent for the following purposes:

- Customer care
- for own advertising purposes, for example for sending offers, advertising leaflets and newsletters (in paper and electronic form) as well as for reference to the customer's existing or previous business relationship (reference note).

You can revoke this consent at any time. A revocation means that we will no longer process your data for the above purposes as of this date. For any financial transaction or payment, please contact us:

The data provided by the customer are also required to fulfil the contract or to carry out pre-contractual measures. Without this data, we can not conclude the contract with

you. We store your data within the scope of the legal storage obligations.

Depending on the nationality of the customer and the project, the data may also be processed outside the EU or the EEA and contractually agreed with the customer before the start of the project. The appropriate level of protection results from an appropriateness decision of the European Commission under Art. 45 GDPR.

These contracts are in the company.

We do not use automated decision-making/profiling procedures that legally affect you or affect you significantly in a similar manner.

6.3 Project partners (both EU and abroad)

The privacy of projects with one or more partners will be contractually agreed before the project is started and signed by all project partners.

These contracts are in the company name.

6.4 Employees

To protect the data, every employee must inform Copenhagen Compliance has signed a privacy policy and a privacy statement and business secrets.

These privacy statements are in the business.

There are also privacy policies for IT systems and their applications. The purpose of these guidelines is to set minimum standards for use and operation and to ensure the lawful processing of personal and confidential data.

These internal privacy policies are in business.

6.5 processors

We also use subcontractors for data processing.

We pass on your data to the following recipients or recipient categories:

- Accountant (Accounting)
- Lawyer (legal representative)
- banks
- IT Administrator (Technical Problems)
- Web Agency (E-Mail Problems)

The Copenhagen Compliance Group concludes agreements (contracts) with data processors to ensure data protection. The corresponding agreements with the contract processors are with the company.

7. Privacy Organisation

Please contact us regarding your requests and rights: Management, Data Protection Manager, IT Manager: Data Protection Authority: or write us at; info@copenhagencompliance.com