

Addea's personal data policy for customer data

Addea has the following policy for processing personal data:

How Addea collects, registers, stores and passes on customer data:

Customer data is collected when customers submit or deliver material, either physically or electronically by uploading or scanning it, or by e-mail. Addea registers data in the customer's bookkeeping system collected in accordance with the data processing agreement. Addea stores customer data either on an electronic drive or in a physical customer folder which is kept in locked premises, to which only Addea's employees are given access. Customer data is never stored in e-mails. Customer data may be shared between linked companies in the Addea Group.

How long does Addea keep customer data?

Customer data is deleted at Addea when there is no longer any reason for us to keep or process it. At the latest this is when any possible claims (under the Danish Bookkeeping Act) can no longer be brought because they have lapsed. This is normally after five years.

How does Addea process your data from Facebook advertisements?

Addea collects the following data on Facebook: name, e-mail address and telephone number.

Data is collected by our communications partner, WHOTHAT, who deletes your data once it has been delivered to Addea, and it is not passed on to third parties.

Your data is stored in a closed server system, to which only Addea's management has access.

If you as a customer would like details of the information held by Addea about you, or if you want your data deleted, please contact our data protection adviser, Anders Salomonsen on tel.: (+45) 30 50 32 55.