

## Privacy Policy for SKY-LIGHT A/S

This privacy policy for SKY-LIGHT A/S supports you in understanding, which data we collect, why we collect them and for what purpose they are used, being a data responsible organisation.

### 1. In General

1.1 This privacy policy is valid for the full range of personal data provided by you and/or collected about you as a SKY-LIGHT A/S customer or when visiting our website [www.sky-light.dk](http://www.sky-light.dk).

### 2. Data Controller

2.1 The data controller handling your personal data is:

SKY-LIGHT A/S  
Tømmervej 36  
DK-6800 Varde  
CBR-no.: 30832116

2.2 When handling personal data we keep the EU data protection regulation (GDPR) as well as the Danish Act on Processing of Personal Data valid after 25<sup>th</sup> May, 2018.

2.3 In case of any questions to our privacy policy or to our handling of your personal data registered with SKY-LIGHT A/S, please contact the SKY-LIGHT IT-department represented by IT-manager Dennis Østergaard at [doe@sky-light.dk](mailto:doe@sky-light.dk) or phone: +45 7676 7575.

2.4 If you need to gain insight into your personal data or if you believe that false data have been recorded – or in case you have other objections – you are also welcome to contact SKY-LIGHT A/S. You have the right to gain insight in the information recorded on you and you can object to a recording in accordance with the rules of the Danish Act on Processing of Personal Data.

### 3. Website and Cookies

3.1 When you visit our website [www.sky-light.dk](http://www.sky-light.dk), we use Google Analytics cookies. A cookie is a small text-file stored in your browser to recognise your pc at recurring visits. Cookies help us determine the number of visitors to the website (traffic recording) and our customers' website interaction. We do not handle consumer behaviour information, which could link consumer behaviour with certain persons.

3.2 As mentioned in pt. 3.1 we use Google Analytics cookies to gain insight in visitors' use of our website. No data sharing takes place and the achieved knowledge is used solely to improve the website and the user experience for you as a visitor. Learn more about Google Analytics cookies here: <https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>

3.3 Opt out of Google Analytics cookies here (not recommended):  
<https://tools.google.com/dlpage/gaoptout>

3.4 Cookies delete themselves after a number of months (may vary), but they are renewed after each visit. See guidance to delete or block cookies here: <http://minecookies.org/cookiehandtering/>

#### 4. Collection of Personal Data

4.1 Are you a customer or contact person with one of SKY-LIGHT A/S's customers, we collect the following ordinary personal data on you including: name, title, postal code, city, country, mobile phone no. and e-mail address as well as invoicing information such as company name, CBR-no. etc.

4.2 Personal data are never passed on to third parties unless you have given us your prior consent.

4.3 We collect no special categories of personal data (sensitive information) on you.

#### 5. Handling of Personal Data

5.1 We handle personal information to the necessary extent only, e.g. at customer registrations. E.g. it may be necessary to be able to fulfil our obligations in accordance with agreements and attached services and to live up to our obligations as a Danish company covered by Danish legislation.

5.2 Personal data is to be understood as defined in the Danish Act on Processing of Personal Data.

5.3 We do not profile you and do not misuse your personal data. Furthermore, we do not pass on your personal data without your consent, unless we are obliged to do so by Danish law.

5.4 If you are a customer, your personal data is used for:

- Forwarding quotations, order confirmations and invoices, and for providing customer service, support, replies to questions and meeting your requests
- Carrying out your orders and supplying our services
- Handling the administration of customer relations administration
- E-mail forwarding of notifications re. new possibilities, products, prices etc.

#### 6. Sharing of Personal Data

6.1 Your personal data may be shared with the suppliers and business partners assisting us in the execution of your order or with our IT-service, hosting etc. This means that e.g. we may share your data with our service supplier, technical support and our bank.

6.1.2 We share your data to the extent that we are obliged, e.g. in consequence of demands for reporting to public authorities such as the Danish tax authorities, SKAT.

#### 7. Data Sharing with Recipients outside the EU/EEA

7.1 Being a data responsible company we do not share personal data with recipients outside the EU/EEA.

## 8. Protection of Personal Data

8.1 According to the Danish Act on Processing of Personal Data your personal data are to be stored safely and confidentially. We store your personal data on computers with limited access placed in controlled facilities, and our safety measurements are continuously checked to determine, whether our user information is handled safely and in constant consideration of your user rights. However, we cannot grant you a 100% safety guarantee at internet data transfers, i.e. there may be a (limited) risk that others may force an unauthorised entry into information, when data are sent and stored electronically. Therefore, your personal data are submitted at your own risk.

8.2 Personal data are continuously erased or anonymised as the purpose, they were gathered for, is finalised. At the most, personal data are stored for 12 months after completion of the purpose.

8.3 The swift internet development may cause a necessary modification in our handling of personal data. Therefore, we reserve the right to update and modify the current guidelines for personal data handling. If we do so, of course the date in pt. 9 "Latest Update" at the bottom of this page is corrected. In case of significant changes you will be informed through a visible message on our website or a specially procured consent.

8.4 To the extent that your personal data are processed, according to the Danish Act on Processing of Personal Data you are entitled to be informed, which personal data may be related to you. Should information or data on you prove to be incorrect or misleading, you have the right to demand these rectified, erased or blocked. At any time, you can object to information on you having been made the object of handling. At any time, you can also revoke your consent. Simultaneously, you are able to file a complaint about the handling of your information and data. The complaint is lodged at the Danish Data Protection Agency, in accordance with §58, subsection 1.

## 9. Latest Update

9.1 Latest privacy policy update: 26th March, 2018.