

# SiTek Electro Optics AB

## Privacy Policy for business partners

SiTek Electro Optics AB, located at Ögärdesvägen 13A in Partille is responsible for the processing of personal data as shown in this privacy policy.

We are committed to protecting your privacy. We comply with data protection regulation and aim to maintain consistently high levels of best practice in our processing of personal data.

Contact information (privacy related):

Ögärdesvägen 13A, 433 30 Partille

+46 31 340 03 30

[gdpr@sitek.se](mailto:gdpr@sitek.se)

[www.sitek.se](http://www.sitek.se)

### 1. Background

This privacy policy applies to personal information processed by or on behalf of SiTek Electro Optics AB.

This privacy policy lets you know what happens to any personal data that you give to us, or any that we may collect from or about you, as part of our business with you or the company you represent.

### Changes to this privacy policy

We may change this privacy policy from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy policy for changes whenever you visit our website: [www.sitek.se](http://www.sitek.se).

### 2. What kind of personal information about you do we process?

SiTek Electro Optics AB processes your personal data because you are, or are becoming, a customer or a supplier to us or have another relevant connection to SiTek. The personal data we process are data such as e.g. name and professional title or position, phone numbers, E-mails, meeting minutes.

SiTek Electro Optics AB does not collect sensitive personal data.

### 3. What is the source of your personal information?

Our website does not collect personal information about you when you visit the site, unless you choose to provide such information via our contact form.

We process personal information you give us e.g. by e-mail, mail, contact by phone, at fairs or customer meetings. We also process personal information we obtain via our distributors.

### 4. What do we use your personal data for?

We use your personal data:

- to contact you regarding your request about our products and/or services
- to fulfill our business agreement
- to register and handle your orders

- to deliver goods and services to you
- for management of our business operations
- to contact you if necessary
- to send information about our products to you
- to contact you and order from you as our supplier

## **5. What are the legal grounds for our processing of your personal information?**

We rely on the following legal grounds to use your personal data:

- Contractual necessity
- Legitimate interest
- Compliance with a legal obligation

## **6. Sharing personal data with third parties**

SiTek will not sell your personal information to third parties.

Your personal data is available only to authorized employees at SiTek and is kept on secure servers.

If necessary for the execution of our business agreement, your personal information will be shared with our business partners. A customer can be directed to one of our distributors by us, when the customer is located in the distributor's district. Some of our distributors are located outside of the European Economic Area. Your personal information may be shared for auditing purposes or other purposes, where SiTek has to comply with legal and regulatory obligations.

## **7. How long we store personal data**

Personal data will be stored for the period deemed necessary for our business agreement, for SiTek's business marketing purposes, for the time required by legal obligations (e.g. archiving) as well as the support time of the products. Since SiTek in general supports its products for the product's lifetime, which can be decades, we will store personal data for the same period.

This time perspective is also applicable on our suppliers for purchase of materials for our products.

We will update the personal data as soon as we are being informed by you.

## **8. The rights to your information**

You have the right to access your personal data by requesting an overview of the personal data we process about you and you may have a right to data portability. You also have the right to request that SiTek corrects inaccuracies in your personal data. You have the right to restrict processing of your personal information or have your personal information erased in certain circumstances.

When we receive your request, we will ensure that the request for information has been made by the correct individual.

You may exercise the rights above by sending an e-mail to [gdpr@sitek.se](mailto:gdpr@sitek.se).

## **9. Right to file a complaint with supervisory authority**

You have a right to lodge any complaints regarding SiTek's compliance with data protection laws with the appropriate supervisory authority.