

## Policy for Processing Personal Data

The following Policy was established for The Bugli Company AB on 23 May 2018.

### Purpose

We care about your privacy. You should be able to feel safe when you entrust us with your personal data. That is why we have established this Policy. It is based on applicable data protection legislation and clarifies how we work to protect your rights and privacy.

The purpose of this Policy is for you to know how we process your personal data, what we use it for, who gets access to it and under what conditions, and how you can exercise your rights.

### Background

We process your personal data primarily to fulfil our obligations to you. Our starting point is to not process more personal data than is necessary for the purpose for which it was collected, and we always strive to use the least privacy-sensitive data.

We also need your personal data to invoice our translation and language review services, and for related administration. We may also need your personal data to comply with a legal obligation.

### Guidelines

#### What personal data do we process?

We only process personal data when we have a lawful basis. We do not process personal data unless the processing is necessary for legal compliance purposes. Here are some examples of the personal data we process:

- Name
- Billing address
- Email address
- Phone number
- Title

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You may withdraw your consent at any time. We will no longer process your personal data or collect new data, unless this is necessary to comply with a legal obligation. Please note that withdrawal of consent could mean that we are unable to fulfil our obligations to you.

We may also collect the following kinds of information:

- Information you provide directly to us
- Information recorded when you visit our website
- Information we receive when you engage one of our employees
- Information we receive when you contact us directly, apply for employment with us, visit us or contact us in another manner

## **Is your personal data processed in a reassuring manner?**

We develop procedures and working methods to ensure that your personal data is processed in a secure manner. The starting point is that only employees and other people in the organisation who need the personal data to carry out their duties should have access to them.

Our security systems are developed with your privacy in focus and very much protect against intrusion, destruction and other changes that may pose a risk to your privacy.

We have several IT security policies in place to ensure that your personal data is processed in a secure manner.

We do not transfer personal data in cases other than those expressly set out in this Policy.

## **When do we disclose your personal data?**

Our starting point is to not disclose your personal data to third parties unless this is necessary to comply with a legal obligation. We do not distribute marketing material.

## **Responsibility**

The Bugli Company AB is the data controller, which means that we are responsible for how your personal data is processed and for ensuring that your rights are exercised.