

## Information regarding processing of personal data

This Privacy Policy shall apply to all companies within the KYOCERA UNIMERCO Group.

KYOCERA UNIMERCO takes the privacy and security of your personal data very seriously. It is decisive for KYOCERA UNIMERCO that you can feel confident about our processing of the personal data about you that are provided to KYOCERA UNIMERCO. Below, we will therefore describe how we process your personal data.

### **Collection of information when you use our website**

When you visit KYOCERA UNIMERCO's website, our web server will register the following data (log data) about your visit:

- Your browser type;
- Length of your visit;
- Your user behaviour on KYOCERA UNIMERCO's sites;
- Your public IP address. The IP address is a number that is automatically assigned to your computer by your Internet Service Provider. KYOCERA UNIMERCO cannot identify you via your IP address but only the name of your Internet Service Provider.

The purpose of collecting these data is to give KYOCERA UNIMERCO access to statistical information about visitors on the website. The data are only used for operational purposes and to prepare statistics that may, amongst others, be used to improve the structure of our website.

[You can read about our cookies policy here](#)

The legal basis for our processing of your personal data is vested in Chapter II of the EU General Data Protection Regulation.

### **When you are a customer of KYOCERA UNIMERCO**

KYOCERA UNIMERCO collects your personal data (name, address, email address and phone number). Your personal data are processed and saved only if you voluntarily provide them, e.g. when you contact us to receive a quote/buy our products, you register as a user in our web shop or register to receive newsletters via email.

KYOCERA UNIMERCO uses your personal data to provide the services you request and in order to be able to tailor product information and offers to you.

### **Disclosure of information**

In some cases, KYOCERA UNIMERCO will disclose your personal data. The disclosure will take place to the extent and to those required in order to allow us to perform the service that you request, e.g. in connection with user approval/credit rating and in connection with the shipping of products/material that require KYOCERA UNIMERCO to use your personal data.

In addition, KYOCERA UNIMERCO will disclose your personal data if KYOCERA UNIMERCO is obliged to do so as the result of a court ruling, other legal obligation, witness summons, lawsuit or as otherwise required by law, or if KYOCERA UNIMERCO finds it necessary in order to prevent illegal activity or violation of our policies.

For the above purposes, the disclosure may take place within the KYOCERA UNIMERCO group or to external companies and authorities.

If we disclose personal data to external data processors, KYOCERA UNIMERCO will already have entered into a written data processing agreement, to ensure that your data are kept confidential and in compliance with current regulations.

### **KYOCERA UNIMERCO's sub-processors**

- IT Relation A/S
- HR Manager Talent Solutions
- Apsis A/S
- Netcompany A/S
- Multi Support A/S
- EG A/S
- Microsoft
- NAPP A/S
- XFAIR GmbH
- IBM Danmark ApS
- Contractbook ApS
- netIP

### **When you contact KYOCERA UNIMERCO as a job applicant**

In order to process your application and be considered for any future vacancies, KYOCERA UNIMERCO will process and store your data in our HR Manager job database.

All data and documents you have provided via the job database or via personal/telephone contact to KYOCERA UNIMERCO will be processed. Moreover, we will process the data that we, only by prior agreements with you, collect from your references.

Your data will be stored in the job database for 12 months after you have registered these in the job database. After 12 months you will automatically receive an email from us where we will ask you if you will give your consent for us to store your data in the job database for longer. If you fail to respond to this email, or if you reply that you will not give your consent for us to store your data for longer, all your data will automatically be erased.

Registration in the job database is completely voluntary and you may change or delete the data you have registered at any time. To do so, you must login to the job database using your password or contact us.

**How do we protect your personal data?**

KYOCERA UNIMERCO applies technical and organizational security measures to protect your personal data against manipulation, loss, destruction or access by unauthorized persons. KYOCERA UNIMERCO's security procedures are regularly revised.

**For how long do we store your information?**

KYOCERA UNIMERCO stores your personal data as long as necessary to provide the service that you have requested, or for as long as it is required by law.

**Your rights**

You can request insight into the personal data about you which we have registered, in accordance with the rules for the right of access.

You are also entitled to request KYOCERA UNIMERCO to correct, block or delete personal data that are incorrect.

You may at any time request that we stop processing your personal data.

According to the law, you may complain to your local data protection agency about our processing of your personal data.

**Contact details to the controller**

This website is operated by KYOCERA UNIMERCO A/S, Drejervej 2, DK-7451 Sunds, Denmark.

The controller is the KYOCERA UNIMERCO company that collects the data in question. If you have any questions or concerns, please do not hesitate to call us at +45 9714 1411 or via [umdk@kyocera-unimerco.com](mailto:umdk@kyocera-unimerco.com).

*Last updated 24 November 2020*