

# Privacy Policy

It is important for us at SANNOS ApS that you know how we process your personal data when you are in contact with us as a customer or business partner, apply for a job, use our website, or participate in our events. To protect your personal data, we continuously assess the risk of our data processing affecting your ability to control your personal data.

## Purpose of data processing

The purpose of collecting and processing your personal data is to:

- Fulfill legal obligations imposed by legislation or contract
- Manage contact with potential customers, customers, and carry out customer tasks
- Receive and manage products and services
- Operate and develop our business, including the website
- Conduct application processes
- Inform you about our activities
- Plan and conduct events

## We process these types of personal data

We process the following personal data:

- Contact information, including name, address, phone number, and email address
- CV information, including gender, date of birth, education, employment, and position
- Business registration information (CVR)

## We only process relevant and necessary personal data

We process only personal data about you that is relevant and sufficient for the purposes defined above. All data are also necessary to process to fulfill these purposes.

## Correct and updated personal data

We check and update your personal data regularly to ensure accuracy. Our service depends on the accuracy of your personal data, and we therefore ask you to inform us of relevant changes.

## Storage of your personal data

We only store your personal data for as long as necessary for the purpose that was the reason for their collection. The retention period is in some cases limited due to legal requirements, in other cases, we assess specifically how long we need to store your personal data. In most cases, we retain personal data for the ongoing year plus five years, while job applications are deleted after six months. When data are no longer necessary, they are deleted or shredded. We have internal procedures for how we store and delete your personal data.

## **Legal basis**

In some cases, legislation determines the type of personal data that is necessary to collect and store for a specific purpose. The type and extent of the personal data we process may also be necessary to fulfill a contract or other legal obligation, or because we assess that we have a legitimate business interest in processing them. In other cases, we obtain your consent before processing your personal data.

## **Processing security**

We have adopted internal rules on information security that protect your personal data from being destroyed, lost, or altered, unauthorized disclosure, or access.

We have established procedures for granting access rights to personal data. To prevent data loss, we regularly back up our datasets. We also protect the confidentiality of your personal data through encryption where required.

In the event of a security breach resulting in a high risk to you, we will notify you of the security breach as soon as possible. If you suspect a possible data breach, please send an email with the details to SANNOS at [contract@sannos.ai](mailto:contract@sannos.ai) as soon as possible.

## **Third parties**

We treat your personal data confidentially, but in some cases, we share your personal data with third parties that provide services to us, such as IT systems for the preparation and storage of documents, handling invoices, etc. We have entered into data processing agreements with these third parties. If any personal data is transferred to countries outside the EU/EEA, we ensure that data protection in the recipient country provides sufficient protection for your personal data.

## **Your data rights**

You have the right to be informed about the specific personal data we process about you and to access them. If it turns out that the personal data we process about you are incorrect or misleading, you can request to have the personal data corrected, deleted, or restricted. You can object to us processing your personal data at any time, and you can request to have your personal data transferred to you or a third party. If you have given your consent for the processing of your personal data, you have the option to withdraw your consent.

If you wish to exercise your data rights, please contact [contact@sannos.ai](mailto:contact@sannos.ai).

## **Right to complain**

If you wish to complain about our processing of your personal data, please send an email with the details of your complaint to [contact@sannos.ai](mailto:contact@sannos.ai). We will process your complaint upon receipt and respond as soon as possible.

You also have the right to complain to the Danish Data Protection Agency regarding your rights and the processing of your personal data. Complaints should be submitted to the Danish Data Protection Agency at [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk).

## **Contact**

SANNOS ApS is the data controller for the processing of your personal data, and we ensure that the processing complies with the law. You can contact us here:

SANNOS ApS  
Udsholt Byvej 8  
3230 Græsted  
Denmark

Email: [contact@sannos.ai](mailto:contact@sannos.ai)  
Website: [www.sannos.ai](http://www.sannos.ai)

## **Cookies**

We do not use cookies on our website [sannos.ai](http://sannos.ai) - neither cookies that collect personal data nor any other types of cookies.

## **Update of the privacy policy**

Changes in our processing of personal data may be necessary. In that case, we will update this privacy policy to reflect our processing activities.