

# **Privacy policy**

### We are the data controller - how do you contact us?

Ea Energy Analyses is data controller for the processing of the personal data about our clients and collaborators. You will find our contact information below:

Ea Energy Analyses

Gammeltorv 8, 6th floor

1457 Copenhagen K

CVR No.: 28 98 58 27

E-mail: info@eaea.dk

### Contact information of the data protection officer

If you have any questions about our processing of your personal data, you are always welcome to contact our data protection officer (Jeannett Beyer).

You can contact our data protection officer in the following ways:

By e-mail: jb@eaea.dk

By phone: +45 60 39 17 16

## The purposes and legal basis for the processing of your personal data

### Visiting our website

When you visit our website, we use cookies in order for the website to function. You can read more about this in our cookie policy.

### **Communication with potential customers**

If you have questions about our website, or wishes to hear more about our services, you can contact us by:

- E-mail: info@eaea.dk

- Phone: +45 60 39 17 16

We will then process your personal data in order to start a dialogue with you and for instance answer questions about our services. We only process the information you provide us in relation to our communication.



Typically, we process the following standard personal data: name, email address, phone number.

The processing of your personal data is based on Article 6 (1) (e) of the Data Protection Regulation.

We delete our communication with you, when it is clear whether you want our services or not.

Should there be a special case where a need to keep your personal data for a longer time arises, this will potentially be the case.

#### Clients

We have a need to communicate with our clients, to ensure that the service is delivered correctly. For this purpose, we may treat information about name, address, services, special agreements, payment information and similar.

The processing of these personal data is based on Article 6 (1) (b) of the Data Protection Regulation.

#### Accounting

We are required to keep all accounting documents in accordance with the Bookkeeping Guide. This means that we keep invoices and similar accounting documents for use in bookkeeping. From these, standard personal data such as name, address and description of service can appear.

The processing of these personal data is based on Article 6 (1) of the Data Protection Regulation.

We keep this information for a minimum of 5 years after the current accounting year has finished.

#### Job applications

We are happy to receive job applications in order to establish if they meet a hiring need in our company.

If you send a job application to us, the processing of your personal data is based on Article 6 (1) (f) of the Data Protection Regulation.

If you have sent us an unsolicited application, we will quickly assess if your application has relevance, and then delete your information, if there is no match.

If you have sent an application for a posted position, we will remove your application in case you are not hired, and immediately after the right candidate for the position has been found.

If you are part of a recruitment process and/or are hired for the position, we will give you separate information about how we treat your information in relation to this.

#### Other data controllers

We make use of suppliers to handle systems to organise our work.

### Recipients of your personal information

We do not share your personal information to third parties.



### Retention of your personal data

We have done risk assessments of our treatment of personal data and have since introduced suitable technical and organisational measures to ensure the treatment of your personal data is safe.

### Your rights

You have a number of rights under the Data Protection Regulation in relation to our processing your personal data.

If you want to make use of your rights, please contact us.

### Right to information (right of access)

You have the right to access the information we process about you and certain supplementary information.

### Right to rectification (correction)

You have the right to have incorrect information about yourself corrected.

### Right to deletion

In very special cases, you have the right to have your personal data deleted before the deadlines set in our general deletion policy.

### Right to restrict processing

In certain situations, you have the right to have the processing of your personal data restricted. If the processing of your personal data is restricted, we may only process your information - apart from for storage purposes - with your consent, or for the purpose that legal claims can be established, asserted or defended, or to protect a person or important public interests. It should be noted in this context, that archival purposes are to be regarded as important public interests.

#### Right to object

In certain cases, you have the right to object to our otherwise lawful processing of your personal data.

#### Withdrawal of consent

As our treatment of your personal data is based on your consent, you have the right to withdraw your consent.

### **Complaint to the Danish Data Protection Agency**

You have the right to make a complaint to the Danish Data Protection Agency, if you are unhappy about the way we treat your personal information. You can find the contact information on their website www.datatilsynet.dk.