

Dear Customer,

### **Using your personal information**

Sigum Fagerberg AS would like to update its customers on how their information is used within our company.

### **Why we need your data?**

The information you give us will be used to contact you regarding business matters (including, but not limited to, order management, conference invites, and compliance information) between your company and Sigum Fagerberg AS. We deem this a legitimate business interest and forms the legal basis for processing of your data.

### **What we will do with your data?**

We will store your information on contact lists within our secure business network and may share your information with other parties as logistics providers (name, e-mail and phone number).

We will not share or disclose your information to any external companies or bodies not covered by the above usage without your knowledge unless we are required to do so by law.

### **How long we keep your data for?**

We will retain your data while we have a legitimate business interest to hold it, this is typically while you continue to be a customer to Sigum Fagerberg AS.

### **Individuals' rights**

Sigum Fagerberg AS acknowledges your individual rights in respect of your personal data and has a Data Privacy Policy which governs the way we processes your data and manage any breach to this process.

If you have a query over the handling of your personal data please contact your respective Sigum Fagerberg AS sales contact in the first instance.

The types of personal information we may collect and use are:

- Name
- Business contact information (phone number & e-mail addresses).

The types of processes we will use your data for are:

- Quotes
- Orders
- Order Acknowledgements and status reports
- Shipping instructions

Yours sincerely,

*Sigum Fagerberg AS*