

## Regarding the processing of your personal data in connection with your customer relationship with LTA Auto ApS

LTA Auto ApS has registered personal data about you, if

- you are a customer with us or
- you are affiliated with a company that is a customer of LTA Auto ApS.

Therefore, in pursuance of the General Personal Data Protection Regulation we shall inform you about how we process your personal data.

**If you are a contact person at a customer**, you are urged to share this text with other contact persons at the customer who you know already have or will have contact with LTA Auto ApS.

LTA Auto ApS is the data controller for the processing of your data. LTA Auto ApS can be contacted via LTA@LTAauto.com or tel.no. +45 62 22 56 00.

### What data is processed?

We do not process any sensitive data about you, only general data. This comprises **customer** master data such as name, address, telephone number, email address as well as payment information and purchasing history.

As a **contact person for the customer**, we have master data about you, such as name, telephone number, email address and your job title.

### What is the purpose of processing the data?

There are various reasons for processing data about you:

- to manage our customer relationship and meet our contractual obligations to you, as long as you are a customer, to include storing data about you and/or a person affiliated with a company that is a customer
- to comply with the relevant legislation in this area, including The Danish Bookkeeping Act
- to store data about you for a period after the end of the customer relationship for documentation purposes

### What is the lawful basis for the processing of the data?

In general, it is illegal to process personal data, unless the data collector has a *lawful basis* for such processing.

At LTA Auto ApS we apply the following lawful basis, depending on whether you are a customer or a contact person for a customer:

#### **If you are a customer:**

The lawful basis for the processing is primarily **the agreement between you and** LTA ApS for the purchase of LTA Auto ApS services, which naturally involves the processing of information about you, see. General Data Protection Regulation Article 6 paragraph 1, point b.

However, the lawful basis for processing data can also be compliance with law, see General Data Protection Regulation Article 6 paragraph 1, point c. LTA Auto ApS is for example required under the Danish Bookkeeping Act to store financial records for up to 5 years, plus the current year.

In addition, the lawful basis may be LTA Auto ApS's legitimate interests in performing certain processing, see General Data Protection Regulation Article 6 paragraph 1, point f. This may be the case when instigating measures for the recovery of an outstanding amount from a customer or the storage data for the purposes of documentation.

**If you are a contact person at a customer:**

If you are not a customer, but a person affiliated with a company that is a customer, then the lawful basis for the processing of data is LTA Auto ApS's legitimate interests in maintaining a customer database, including information about the company contact person to enable the management of the customer relationship, see General Data Protection Regulation Article 6, paragraph 1, point f.

However, the lawful basis for processing data can also be compliance with law, see General Data Protection Regulation Article 6 paragraph 1, point c. LTA Auto ApS is for example required under the Danish Bookkeeping Act to store financial records for up to 5 years, plus the current year.

**When will the data be erased?**

In general, all data will be erased at the latest 5 years after the end of the year in which the relationship with the customer ended. In special cases where there is danger of a legal dispute with a customer or a person affiliated with a company that is a customer, all data can be stored for documentation purposes until the requirement is statute-barred or finally dismissed by a court.

**Who is the data shared with?**

The data is generally not shared with third parties. In certain circumstances, particularly in the event of a legal dispute, the information may be shared with lawyers, accountants, courts, public authorities and insurance companies.

**Transfer of personal data to third countries:**

Transfer of personal data to a third countries occurs when a company is based outside the EU(Africa). Transfer is authorised upon the conclusion of a standard contract between the Company and the African company that ensures the protection of your data, see General Data Protection Regulation Article 46, paragraph 5.

**Your Rights**

Under the rules of the General Data Protection Regulation, the data subject has the following rights in relation to LTA Auto ApS:

If you wish to exercise your rights, please contact us.

**The right to view your personal data (right of access)**

You have the right to access data that we process about you, as well as some additional information.

**Right to rectification (correction)**

You have the right to have any inaccurate data about you rectified.

**Right to erasure**

In special cases, you have the right to have data about you erased before our scheduled normal general erasure.

**Right to restriction of processing**

In certain cases, you have the right to have the processing of your personal data is restricted. If you are entitled to have your processing restricted, such data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of a person or for reasons of important public interest.

**Right to object**

In certain circumstances, you have the right to object to our or lawful processing of your personal data. You can also object to the processing of your information for direct marketing.

**The right to transmit data (data portability)**

In certain circumstances, you have the right to receive your personal data in a structured and commonly used machine-readable format and to have transferred such personal data from one data controller to another without hindrance.

If you think the processing of your data contravenes the rules set forth in the General Data Protection Regulation, you can lodge a complaint with us. If you disagree with our assessment of the case, you can complain to the Danish Data Protection Agency. The Danish Data Protection Agency can be contacted via [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk) or tel.no. +45 33 19 32 00. See also the Danish Data Protection Agency website at [datatilsynet.dk](http://datatilsynet.dk), where you can find further information about your rights as a data subject.