

# Celluminova's Privacy Policy

This privacy policy will explain how Celluminova uses the personal data we collect from you. Information about how we store and use cookies is described in our Cookie Policy, available at our website.

## What data do we collect?

Celluminova collects the following data:

- Personal identification and contact information (name, email address, phone number)
- Delivery and billing information (street address, postcode, town, billing address)
- Professional information (work title, company name, VAT number, intended use of product, bank details)
- Geographic position
- Personal data in connection with a recruitment process. Depending on what has been provided by the applicant, personal data included in a job application usually cover contact information (name, address, email address and phone number), CV (including education and work experience), and occasionally picture and personal registration number.
- Device, Internet and network activity information. We may process information about your browser, device, the operating system you are using, your device identifiers, MAC address, and IP address, as well as information at the site you came from, the site you visit when you leave us, and your page interactions that we collect through cookies or similar technologies upon your consent, or if they are strictly necessary for operating our website, based on our legitimate interest.
- User information (via Google Analytics)

## How do we collect your data?

You directly provide Celluminova with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards, in person, or via email.
- Use or view our website via your browser's cookies.
- Contact us via our contact form on the website in order to respond to your inquiry.
- Communicate with us by postal, telephone and/or email communications.
- Enters into a contractual agreement with us (collaborations included).
- Attend an event and exchange your personal data and/or business contact information with us (for example by providing your business card).

## How will we use your data?

Celluminova collects your data so that we can:

- Process and manage your order.

- Manage your account and keep you signed in.
- Contact you regarding customer surveys or feedback.
- Contact you for business and/or collaboration related matters.
- Send communications that you have requested and respond to communications you have sent us.
- Contact you as a representative for a customer, supplier, contractor, or otherwise partner of ours.
- Process your job application
- Recruit staff members.
- Reach out to you in situations where you provide us with your contact information by handing us a business card or otherwise have expressed an interest in our products or services.
- Develop and improve our services.
- Respond to an enquiry or other request you make when you contact us via our website or directly.
- Notify you about changes to our service.
- Protect the security of and manage access to our premises, IT and communication systems, online platforms, website and other systems, preventing and detecting security threats, fraud, and other criminal or malicious activities.
- Carry out our obligations arising from any contracts.

### How may the data be shared?

We do not sell, trade, or share your personal data to third parties unless provided in this Privacy Policy. Personal data may be disclosed by Celluminova if required by law or required to perform our statutory or contractual obligations to you. When required by law, we may need to provide your information to authorities and other organizations. We may also need to provide your information if it is necessary to exercise, establish or monitor our legal claims.

We may share your personal data to any of our business partners, suppliers, or subcontractors, but only if it is necessary for us to be able to fulfill our obligations in relation to you as a customer. We never give out more personal data than is necessary. These business partners solely process the personal data on behalf of Celluminova and in accordance with Celluminova's instructions.

We never provide your personal data to other companies or businesses for marketing purposes.

Celluminova may transfer your personal data to third countries (countries outside the EU/EEA). This may be the case if we have to involve external parties, e.g., IT suppliers, law firms, financial advisors, other advisors, banks, insurance companies, in order to comply with our contractual obligations or act according to a contract or collaboration. It may also be relevant to involve foreign authorities etc.

Personal data will be transferred to the USA as we use service providers such as Office 365 (Microsoft Corporation) and Google Analytics (Google LLC).

## How do we store and protect your data?

Celluminova securely stores your data at Oderland. Your personal data is stored only for as long as there is a need to keep the data in order to fulfill the purposes for which the data was collected in accordance with this Privacy Policy.

The personal data will be deleted if the purpose of collection and use of Personal Data has been achieved, or if you withdraw your consent (if applicable) to the processing of Personal Data by contacting us.

## Marketing

Celluminova would like to send you information about products and services of ours that we think you might like. If you have agreed to receive marketing, you may always opt out at a later date. If you no longer wish to be contacted for marketing purposes, please contact us at [info@celluminova.se](mailto:info@celluminova.se)

## What are your data protection rights?

Celluminova would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- **The right to access** – You have the right to request Celluminova for copies of your personal data. We may charge you a small fee for this service.
- **The right to rectification** – You have the right to request that Celluminova correct any information you believe is inaccurate. You also have the right to request Celluminova to complete information that you believe is incomplete.
- **The right to erasure** – You have the right to request that Celluminova erase your personal data, under certain conditions.
- **The right to restrict processing** – You have the right to request that Celluminova restrict the processing of your personal data, under certain conditions.
- **The right to object to processing** – You have the right to object to Celluminova's processing of your personal data, under certain conditions.
- **The right to data portability** – You have the right to request that Celluminova transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our e-mail [info@celluminova.se](mailto:info@celluminova.se)

## Privacy policies of other websites

The Celluminova website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## Changes to our privacy policy

Celluminova keeps its privacy policy under regular review and places any updates on this web page.

## How to contact us

If you have any questions about Celluminova's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [info@celluminova.se](mailto:info@celluminova.se)

Call us at: +46 (0) 70 467 43 04