# TERMINUS

## **Privacy policy**

Terminus Spedition & Transport AB value your personal integrity. The privacy policy discloses how our organization collect and process your personal data. Furthermore, the policy thoroughly explains your individual rights and states how the organization emphasizes with the importance of processing data in an ethical and adequate way, which serves to prevent potential retrenchments of your personal integrity.

Terminus Spedition & Transport AB has established a cycle of operation which actively serve to maintain and develop processes which align with the legislation that prevail within our line of business. In order to provide our services, the organization need to obtain and process personal data that are necessary, given the nature of established agreements. Furthermore, the personal data needs to be obtained in order to ensure that our cycle of operation align with the area of legislation. Terminus Spedition & Transport AB strives towards providing services which enhance our customer relations and prevents retrenchments of your personal integrity. Therefore, the organization will only process and store data that are relevant for the fulfillment of our contractual agreements.

#### Which information are the organization collecting, and for what reasons?

Terminus Spedition & Transport AB collect information that are relevant for the fulfillment of the contractual agreements between the organization and its stakeholders. Furthermore, the collected information will be processed in accordance with prevailing legislation. The organization will never obtain, process or store sensitive person data e.g. state of health, ethnicity or sexual orientation.

Terminus Spedition & Transport AB actively strive towards possessing relevant, correct and adequate information relative to the services that the organization are providing. The organization will never act unethically and circumvent prevailing legislation in order to serve a purpose which depart from our stated agreements.

#### For how long will we store your personal data?

Terminus Spedition & Transport AB will store your personal data for as long as it is necessary in terms of fulfilling our contractual agreements towards our customers, providers and other stakeholders. Furthermore, the organization will store your personal data in order to act in accordance with requirements from mandatory legislation and general recommendations. In these cases, the data will only be stored for as long as it's necessary and/or statutory for the purpose.

### Your rights to access, correction and deletion of personal information.

If Terminus Spedition & Transport AB process your personal information, you are entitled to request an extract of the information that we're processing. You will also be able to verify the possessed information. If the organization obtain such request, the excerpt will be provided free of charge and promptly delivered, given that the scope of the inquiry does not result in a disproportionate workload, given the nature of the requested data. Examples of information that you are entitled to request are the purpose that require our processing, the timeliness, and the extent to which you may request rectification, deletion and your right to appeal.

Furthermore, you have the right to be deleted from our records ("the right to be forgotten"). You may request a deletion of your person data for those cases where the data is no longer necessary for the purpose of which it was initially collected for. However, there may be legal obligations for Terminus Spedition & Transport AB that prevents the organization from immediately deleting parts of your data. These obligations derive from accounting and tax legislation, but also from customer law. In these given situations, the organization are able to block the data from being used for purposes that departs from the fulfilling of the legal obligations.



#### Contact us.

Terminus Spedition & Transport Aktiebolag are registered with the Swedish Companies Registration Office, 556561-9672, and is located at Exportgatan 57B, 422 46 Gothenburg.

Terminus Spedition & Transport AB emphasizes with the importance of acting ethically and process personal data in a correct and adequate way which ensures a high degree of privacy. The organization are conducting its line of business in accordance with this privacy policy. You can always contact us if you have any questions regarding the content in the policy or any other questions that regards Terminus Spedition & Transport AB. Please contact us at info@terminusspedition.com and we'll tell you more!

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