

SSC Networks Norge AS - Privacy Policy

When you become a customer of SSC Networks Norge AS (hereafter SSC), or if you change your products with us, we ask you to provide some personal data. We process this information to provide you with the best possible advice and solutions, to fulfil our agreements with you and to comply with applicable legal requirements. We take all necessary precautions to protect your personal data in accordance with applicable laws.

Below you will find information about the personal data collected, why we collect this data and your rights related to the processing of personal data.

WHY WE PROCESS YOUR PERSONAL DATA?

In order to administer your agreements and offer you the best possible advice, we need to share data we receive in connection with your agreements with us, internally between our employees and also with third party distributors if you or your business have services connected to those.

The sharing of personal data relates to information about:

- You have entered into or are considering entering into an agreement with us,
- You have given us permission to use your personal data for a specific purpose,
- We have a legal obligation to process your personal data,
- It is necessary to process your personal data in order to fulfil a legitimate interest of SSC. For example, to prevent improper use and loss, strengthen IT security and/or in relation to direct marketing. We will only process your personal data if our legitimate interest weighs heavier than your interest in not having your personal data processed.

WHAT PERSONAL DATA DO WE PROCESS?

We process different types of personal data depending on which services or products you have ordered or are interested in, inter alia:

- Basic personal data, such as name and address.
- Information like «contact person in company» e-mail address, mobile number.

We also process other personal data if this is necessary in order to deliver certain products or services to you or if required by law.

SENSITIVE PERSONAL DATA

We do not process any sensitive personal data in our agreements/services.

WHEN AND HOW WE PROCESS YOUR PERSONAL DATA?

We process personal data in connection with the delivery of our products, inter alia, invoicing, credit rating and CRM systems and Internal systems for service and support.

We process your personal data as long as it is necessary for the purpose for which your data is collected. This means, e.g., that the personal data we process on the basis of your consent will be deleted if you withdraw your consent. Personal

data we process in order to fulfil an agreement with you will be deleted when the agreement is fulfilled and all obligations arising from the agreement are fulfilled.

FROM WHERE DO WE COLLECT THE INFORMATION?

We collect most of the information from you or by observing your actions, e.g. when

- You complete requests or other forms in connection with the ordering of services and products on behalf of yourself or the company you represent,
- You submit certain documents to us,
- You use our website and fill out forms there,

THIRD PARTIES AND YOUR PERSONAL PARTIES

We do not collect personal data from third party.

Third party actors we share personal data with:

- We will not disclose your personal data to others unless there is a legal basis for such disclosure or its needed to order the services from third party providers. In such cases we assure to protect your data and use standard legal forms.
- We disclose the information necessary to give you good advice and service to our suppliers and third party providers.

YOUR RIGHTS - Right of access to your personal data

You have the right to obtain access to the personal data we process, including from where the data is collected and for what purpose the data is used. You have the right to know for how long we store your personal data and who receives information about you to the extent that we transfer personal data in Norway and abroad. However, your right to obtain access may be limited by law or to protect the privacy of others or for the sake of our business and practice. Our knowledge of the market, our business secrets, our internal assessments and other material may also be excluded from access.

Right to rectification or erasure of personal data

If the personal data we have registered about you is incorrect, incomplete or irrelevant, you have the right to obtain rectification or erasure of the data, subject to limitations according to applicable law or rights to process data.

Right to withdraw consent

You may withdraw your consent at any time. Please note that if you withdraw a consent, this may mean that we cannot offer you certain services or products. Please also note that we will continue to process your personal data, e.g. to fulfil an agreement we have entered into with you, if processing of your personal data is subject to law or if we have a legitimate interest of such processing that exceeds your interest of not having your personal data processed. If you choose to withdraw your consent, it does not affect the legality of our processing of your personal data based on the previously agreed consent and until the date of withdrawal of consent. Thus, if you withdraw your consent, it will only take effect from the date of withdrawal of the consent.

Right to transfer personal data (data portability)

If the processing of your personal data is automated, you have the right to receive a copy of the personal data you have provided us with in an electronic machine-readable format.

Contact information and right to lodge complaints

To use your rights, please contact us according to the information given below and send us a copy of your ID. We will respond to your inquiry as soon as possible and no later than 30 days.

Our contact information is as follows:

SSC Networks Norge AS
Hofgaards gate 22
3011 DRAMMEN
Tel. +47 32830000 www.ssc.no

If you believe that our processing of personal data does not comply with what we have described herein or that we do not otherwise process your personal data in accordance with applicable law, please contact us by e-mail: info@ssc.no

You may also lodge a complaint with the Norwegian Data Protection Authority (DPA).

For information on how to contact the DPA, visit the DPA's website: www.datatilsynet.no