

## **Reon Privacy Policy regarding the collection and processing of personal data and the use of cookies.**

### **1 Contact database**

Reon uses a contact database in order to communicate efficient with customers, leads, partners and others. The use of this database is governed by this Privacy Policy with reference to GDPR best practice and requirements.

### **2 Consent**

No email or other written communication may take place without prior consent. Customers are implicitly considered to have given such consent by ordering a subscription because email communication is required for a number of practical reasons.

### **3 Access to information**

Any contact can at any time request a copy of recorded personal information. Reon will by email supply this information within 2 business days. To request this information contacts must send an email to [info@reon.dk](mailto:info@reon.dk)

### **4 The right to be forgotten**

We delete personal data on an ongoing basis when it is no longer required. Any contact (except customers with active subscription) can at any time request personal information deleted permanently. Reon will by email confirm the deletion of information within 2 business days. To request deletion the contacts must send an email to [info@reon.dk](mailto:info@reon.dk)

### **5 The right to be informed**

Every lead contact will be informed before data is collected and stored at Reon. The lead must explicitly and voluntary consent to personal data being collected and saved. At the same time lead will be informed about the right to end data processing at any time ( paragraph 1.9)

### **6 The right to correct information**

Every contact can request that their personal data is updated at Reon. To request such changes the contacts must send an email to [info@reon.dk](mailto:info@reon.dk). Reon will by email supply this information within 2 business days.

### **7 The right to limit data use**

Every contact (except customers with active subscription) can request that their personal data is no longer actively used but only stored at Reon. To request this the contacts must send an email to [info@reon.dk](mailto:info@reon.dk). Reon will by email confirm the change within 2 business days.

**8 The right to be informed in case of a security breach**

In case of a security breach at Reon which can compromise personal data, the affected persons shall be informed within 3 days.

**9 The right to end data processing**

Every contact (except customers with active subscription) can request an immediate and unconditional stop of all data processing by Reon. To request this the contacts must send an email to info@reon.dk. Reon will by email confirm the change within 2 business days.

**10 No sensitive personal data**

We never register sensitive personal data. Sensitive personal data include information about race, ethnic origin, religion or philosophical beliefs, sexual orientation, health, political preferences and worker's union membership.

**11 Website and cookies**

When you use the Reon application or visit our website, we collect and process information about you by the use of cookies and other means.

We may store information about your browser type, your IP address and other information about your computer type ("Cookie Data"). These data are generally used to improve the product experience and to improve the communication at our websites.

Our processing of Cookie Data is done because it is required for practical purposes and legitimate interests in improving the user experience visiting our website and in order to honour the contract we may have with your organisation.

**12 The Reon application**

When you use the Reon application, we collect and process personal data about you to be able to provide the Reon application to you and the organisation you represent. These data are both collected by us and typed in by you and include name, address, e-mail, telephone number and log of activity.

**13 Transfer of data**

We never transfer your personal data to third parties unless it is requested by you or is due to an official request under applicable legislation.

**14 Policy changes**

This Privacy Policy may change over time to adapt to best practices or due to changes to rules and regulations. New versions will be published at Reon's website and take effect immediately.