



PRIVACY POLICY (EXTERNAL)



PORT OF FREDERIKSHAVN

COLLECTION AND USE OF PERSONAL DATA AT PORT OF FREDERIKSHAVN

This policy is part of Port of Frederikshavn's overall documentation proving that the company complies with the existing privacy policy legislation. The documentation is part of Port of Frederikshavn's overall GDPR documentation, which contains a number of underlying guidelines and procedures. The policy is thereby part of the complete material, which documents correct handling of personal data on customers and business partners. The policy is elaborated and applies for Port of Frederikshavn and FH Ejendom A/S.

The collection and use of personal data, including sensitive personal data, is always done in accordance with the applicable privacy policy legislation, and Port of Frederikshavn only handles personal data, if the company has a reason to do so. Furthermore, Port of Frederikshavn is aware that they alone can handle the personal data necessary to achieve the purpose, as well as these can only be transferred to third party, should there be a particular and objective reason to do so.

Port of Frederikshavn is furthermore aware that it is necessary to take action on a number of organizational and technical safety measures in order to protect personal data against unjustified transfer, manipulation or deletion. The safety measures are described and regulated in Port of Frederikshavn's IT safety policy.

Data controller

Port of Frederikshavn
Oliepieren 7, 9900 Frederikshavn
CVR-No. 35431926
Tel: +45 96204700

Data Protection Officer (DPO)

Karina Søndergaard (HjulmandKaptain)
72 21 16 85
dpo@pof.dk

■ HANDLING OF PERSONAL DATA

As part of the daily work at Port of Frederikshavn, the company handles a number of personal data on the users of Port of Frederikshavn's facilities, suppliers and business partners. Port of Frederikshavn is therefore also very attentive to handle all personal data confidentially and safely. In this policy you can read more about the guidelines on how we handle personal data on actors, who use the facilities at Port of Frederikshavn, render delivery to the company or we somehow cooperate with.

Port of Frederikshavn's handling of personal data meets the applicable demands at any time, including safety demands, following the privacy policy legislation. Port of Frederikshavn regularly goes through the registered personal data and deletes the personal data no longer relevant for handling. Same applies for the personal data, which a registered person wants

deleted, and the company no longer has reason to handle.

We collect a number on personal data, when you lease areas from us, use Port of Frederikshavn's facilities, enter into agreement with us, sign up for our newsletter or contact us by e-mail, telephone or by means of our website, including our Facebook. The information is necessary for us to comply with obligations which lie with us as port authority, to administer the entered agreements, collect payment or simply reply to your approach.

In connection with your purchase/lease of render or services at Port of Frederikshavn, a number of personal data may have been exchanged, often

- your name
- your address
- your e-mail address
- your telephone number

We handle these personal data in connection with service of your / the company's purchase/ lease, because it is necessary in order for us to comply with our part of the trade.

If you participate in meetings or events, it may happen that we also register abovementioned information. We do this to manage sign-up and possibly welfare.

NETWORK

Port of Frederikshavn provides a network access at Paradiskajen. For this purpose, the users register their e-mail addresses. Logging and surveillance of this network is done according to existing EU regulations regarding terror.

VIDEO SURVEILLANCE

The area of Port of Frederikshavn has video surveillance.

DATA SAFETY AND TRANSMISSION OF INFORMATION

Port of Frederikshavn handles your personal data confidentially and we have likewise taken a number of technical and mandatory safety precautions to protect your personal data against accidental or illegal destruction, loss or degradation, as well as coming to irrelevant individual's knowledge, misused or otherwise handled against the privacy policy legislation.

Apart from us having access to your personal data, Port of Frederikshavn also has granted a number of data processors access. For instance, we use data processors in connection with the operational and IT safety assignments (for example back-up, hosting of website, etc.), which are solved externally. The establishment of access to your information is therefore only due to the data processor delivering a technical or data system service to us, granting support

on the operation or troubleshooting within the framework set by Port of Frederikshavn. Storage of or establishment of access to information from the data processor is subject to a number of rules, therefore agreements have been signed with all data processors, which amongst others are to provide a proper level of safety, including submission of your information to irrelevant party.

We handle all information confidentially and do not transfer it to third party, unless we have special reason for doing so. Examples of being obliged to transfer personal data on you, could be transfer of video surveillance to the police, for the use of preventing or solving of a criminal matter, or transfer of the relevant personal data to our lawyer or auditor in connection with handling of disputes or elaboration of annual account. Furthermore, we transfer personal data to public authorities, if we are obliged to do so pursuant to applicable legislation or this happens for the purpose of determining or defending a legal claim.

This information will only be used for the particular purpose, which they have been collected for, and will be deleted when the purpose is fulfilled or no longer relevant.

■ DATA, OBJECTION, CHANGE, DATA PORTABILITY AND DELETION

You can always contact Port of Frederikshavn to be informed about which of your personal data we have. To do so, please contact:

Port of Frederikshavn
Oliepieren 7, 9900 Frederikshavn
CVR-No. 35431926
Tel: +45 96204700

Data Protection Officer (DPO)
Karina Søndergaard (HjulmandKaptain)
72 21 16 85
dpo@pof.dk

If there are errors in our data, you can always request these corrected, so that we have the correct data, and you also have the right to have the data handed over in an ordinary format (data portability). If you wish to make changes or data portability, you are very welcome to contact us on abovementioned e-mail address.

If you no longer want us to handle your personal data or you want us to limit the handling of your information, you can also forward a request to abovementioned e-mail address. According to the Danish Bookkeeping Act all information connected to accounting and invoicing has to be filed for 5 years.

If you wish to file a complaint on Port of Frederikshavn's handling of your personal data, you can do so through the Danish Data Protection Agency, located at Borgergade 28,5., 1300 Copenhagen, telephone +45 33 19 32 00, e-mail address: dt@datatilsynet.dk.

■ HANDLING OF CLAIMS

The data controller at Port of Frederikshavn has one month to reply on claims about exploitation of the rights of the registered according to the personal data regulation.

It is the responsibility of the data controller to evaluate whether or not the claim shall be responded to or not.

If a claim to accept the exploitation of rights according to the personal data regulation is rejected entirely or partially, or if payment is demanded to accept the claim, this must be substantiated and the registered must be informed of the possibility to file a complaint on the rejection and handling to the Danish Data Protection Agency.

■ SAFETY BREACH

In case of a personal data safety breach, this will be reported to the Danish Data Protection Agency no later than 72 hours after Port of Frederikshavn has been acquainted with the breach.