# Personal data policy for Differo

## Introduction

Differo cares about your personal data and your personal integrity and it is important for us that you feel safe in regards to our processing of your personal data. In the processing of your personal data, we work with protecting and processing your personal data in accordance with the data protection legislation, General Data Protection Regulation (GDPR) and internal policies. Transparency is important to us and we want to be open with how we treat your personal data.

## Personal data controller

Differo AB Org.number: 556398-5729, Address: Nätstigen 3, 185 51 Vaxholm, is the personal data controller for the processing of your personal data and is responsible for ensuring that the processing is done in accordance with the current data protection legislation.

## Your personal information that is processed by us is

Contact information  Name  E-mail  Telephone

## How we gather information about you

By e-mail, telephone, input of personal data in our programmes.

## What is the information used for

Customers in the customer register. Name, address, telephone, e-mail, social security number/ organisation number and eventual notes. The purpose is to get data from the economy programme so that it should be easy to invoice.

Contact register in the e-mail system. Name, contact information. Purpose: To facilitate contact. Is included in the system.

For consultancy assignments, coaching or for so-called personality profiles (DISC, Harrisson) separate contracts are written.

## Storage period for personal information

We process your personal data as long as it is necessary and if there is a need to save them to fulfill the purposes for which the data was collected, in accordance with this Integrity policy. Your contact information is never shared with a third part without your consent.

We will also process your personal data upon approval to receiving offers via e-mail until you notify Differo that you no longer with to receive these offers.

## Your rights

I accordance to the current data protection legislation, you have a right to receive information regarding which of your personal data that Differo is processing. You also have a right to know for which purposes we gather your personal data. Differo will, at your request or on its own initiative, correct, anonymize, delete or complement data that is found to be wrong, incomplete or misleading.

## Contact/ More information

If you have any questions or wish for more information, you are always welcome to contact us.

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