

	Titel Privacy policy externally	Revision A	Identitet
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Radscan collects and handles personal data on current and presumptive customers and suppliers.

Why do Radscan process personal data?

Radscan collects and handles personal data on You as a customer or supplier in order to fulfil current contracts and to facilitate tender work and procurement.

The personal data is processed in order to send and pay invoices, to have correct contact information in and between contract periods and to obey the accounting act.

The legal basis for Radscan to process personal data is *Legal Obligation* for documents related to accounting, *Contract* when we have a current contract with you as a supplier or customer, and *Legitimate Interest* when between contracts.

What personal data does Radscan process?

Radscan processes contact information for customers and suppliers, i.e. name, phone number and email address. In addition to this, biyearly customer surveys are performed and stored on the company server. These documents, where name on the person answering the survey may appear, is stored in the way that only Radscan management team has access to it.

How is personal data processed?

The data is stored and processed in such a manner that it will not reach unauthorized persons. They are mainly stored in Outlook and in employees' mobile phones. Phones and computers are protected with passwords and are not left unattended.

In some cases, personal data is stored in project documentation, e.g. names and email addresses in protocols. These documents are stored on our server, available only to Radscan employees and protected by firewall and passwords.

How long do Radscan keep your personal data?

Since our business relations with customers and suppliers are recurrent, even though in some cases years pass between contracts, contact information is kept also between contracts. However, personal data is continuously sorted out and updated to ensure that the data is correct and relevant.

You as an individual can contact Radscan at any time and request to be erased from our registers or to get a more detailed information on what data on you that we are processing.

The most convenient way to do this is to send an email to radscan@radscan.se or by calling General Manager Helena Roos on +46 (0)705-93 34 73.