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Radscan AB, 556234-5214, and its subsidiaries Radscan Intervex and Radscan Industriservice, collects and handles personal data on current and presumptive customers and suppliers. Also, when Radscan is hiring, personal data for candidates is collected and stored.

## 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 electronically and protected by technical and organisational solutions, available only to Radscan employees and protected by firewall and passwords.

In some cases Radscan uses other companies to handle some of the personal data. For updated information about what companies that Radscan has such arrangements with, please contact General Manager Helena Roos on +46 (0)705-93 34 73 or send an email to [radscan@radscan.se](mailto:radscan@radscan.se).

## 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.

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## Personal data candidates

When hiring, personal data (CV and personal letters) is collected for candidates. Normally included data is name, id-number, contact information, address and a summary of the person and his/her professional experience.

### Purpose

Radscan needs this data to perform a recruitment. The data is sent to Radscan by the individual which means that consent is given for Radscan to have the data.

### Handling

Personal data on candidates is normally sent to Radscan via e-mail. The received data is stored electronically. Only relevant employees has access to the data. When the data is stored, they are erased from the recruiter's inbox.

The data is stored maximum to the point when the recruitment has been closed and the chosen candidate has started his/her employment. In some cases, when the candidate may be interesting to Radscan but the person for some reason is not employed this time, there might be an interest to keep the data for a future recruitment. In these cases, the candidate is contacted and asked if this is okay.

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](mailto:radscan@radscan.se) or by calling General Manager Helena Roos on +46 (0)705-93 34 73. In case you feel that Radscan has mishandled your personal data, you can at all times contact "Datainspektionen" and they will investigate the issue.