

## **PRIVACY POLICY FOR VIONLABS AB**

Vionlabs AB ("**Vionlabs**", "**we**", "**us**", "**our**") respects your privacy and is committed to maintaining a high level of security and integrity regarding your personal data. Vionlabs is also committed to ensuring that processing is carried out in accordance with applicable data protection legislation.

This privacy policy (the "**Privacy Policy**") describes how Vionlabs processes personal data about you in connection with your access and/or use of our services and the Vionlabs' API (the "**Services**").

### **VIONLABS IS THE CONTROLLER**

Vionlabs is the controller of your personal data and is therefore responsible for ensuring that your personal data is processed correctly and securely in accordance with applicable legislation.

### **VIONLABS' PROCESSING OF YOUR PERSONAL DATA**

Information on from where we collect your personal data, the purposes for which we intend to process your personal data, the legal basis for the respective processing activity and the applicable retention periods are stated in the table below.

## **Customer and supplier related information**

<b>F r o m where we collect the personal data</b>	<b>Categories of personal data</b>	<b>Purpose</b>	<b>Legal basis</b>	<b>Retention period</b>
From the company that you represent, or directly from you.	Name, email, title, employer and password as applicable.	To provide Vionlabs' Services. We use data to give you access to the Services (e.g. by registering an account), provide support and ensure full functionality of our Services.	The processing is necessary for Vionlabs' legitimate interest in providing Services and support (legitimate interest).	[ 1 2 months or as long as the service from Vionlabs is provided to the customer].
From you.	Information from customer surveys and customer evaluations.	To improve the Services.	The processing is necessary for Vionlabs' legitimate interest in improving its Services (legitimate interest).	[ 1 2 months or as long as the service from Vionlabs is provided to the customer].
From the company that you represent or directly from you.	[Name, email address].  Information that you provide to Vionlabs by email or by other channels of communication.	To administer the agreement or relationship with an existing or potential customer/supplier (e.g. administer purchases, payments and invoices).	The processing is necessary for Vionlabs' legitimate interest to keep in touch with you in order to fulfil its obligations under the agreement with its customer/supplier or administer the relationship with potential customers/suppliers (legitimate interest).	[ 1 2 months or as long as the service from Vionlabs is provided to the customer].
From the company that you represent or directly from you.	Invoice details if a cost is occurred.	To fulfil legal requirements, e.g. accounting requirements.	The processing is necessary for compliance with Vionlabs' legal obligations.	As long as is required by law.

From the company that you represent or directly from you.	Name, position, and company.	To enable marketing and communication about Vionlabs' brand and Services.	The processing is necessary for Vionlabs' legitimate interest to advertise its brand, and Services (legitimate interest).	[ 1 2 months or as long as the service f r o m Vionlabs is provided to the customer].
[••].	[••].	[••].	[••].	[••].

### WITH WHOM DOES VIONLABS SHARE YOUR PERSONAL DATA?

Vionlabs does not disclose personal data to third parties, except when necessary to fulfil a legal obligation or to fulfil Vionlabs' obligations to you, customers, suppliers and/or partners. Your personal data will not be sold to third parties for marketing purposes. Situations when your personal data may be disclosed to third parties are listed in the table below.

Third party	Reason for third-party disclosure
Other companies within Vionlabs' group	Personal data may need to be transferred to other companies within Vionlabs' group, since central functions such as marketing and finance are managed jointly within the group in which Vionlabs is a part.
Suppliers and partners	Vionlabs may disclose your personal data to suppliers and/or partners, if the suppliers and/or partners need your personal data to fulfil their undertakings toward Vionlabs.
Authorities	Personal data may be disclosed to authorities when necessary for compliance with Vionlabs' legal obligations.
Sale	If Vionlabs intends to transfer all or part of its business, personal data may be disclosed to a potential buyer.

### TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES

Vionlabs may transfer your personal data to countries outside the EU/EEA. If personal data is transferred to a country outside the EU/EEA, Vionlabs will take measures to ensure that the personal data continues to be protected and will also take the necessary measures to ensure a legal transfer of the personal data to countries outside the EU/EEA.

### YOUR RIGHTS

As the data controller, Vionlabs is responsible for ensuring that your personal data is processed in accordance with applicable legislation.

Vionlabs will, at your request or on its own initiative, rectify, erase or complete any information found to be inaccurate, incomplete or misleading.

You have the right to request access to and rectification or erasure of your personal data (e.g., if such erasure is required by applicable law), request restriction of the processing of your personal data and object to the processing, as permitted by applicable personal data legislation (e.g. if you contest the accuracy of the personal data or if the processing is unlawful but you oppose the erasure of the personal data and request restriction of its use instead). Vionlabs will notify each recipient to whom the personal data has been disclosed in accordance with section "How does Vionlabs

share your personal data?” above regarding any rectifications or erasures of personal data as well as of restriction of processing of data according to this section.

Under certain conditions, you have the right to data portability, i.e., a right to receive your personal data in a structured, commonly used and machine-readable format and the right to transmit those data to another controller.

If you do not want Vionlabs to process your personal data for direct marketing purposes, you have the right to object to such processing at any time. When Vionlabs has received your objection, Vionlabs will cease the processing of your personal data for such marketing purposes.

You have the right, through a written and signed application, to obtain free of charge a register extract from Vionlabs regarding which personal data are stored about you, the purposes of the processing and to which recipients the data has been or shall be transferred. You also have the right to obtain information about the envisaged period for which the personal data will be stored or the criteria used to determine this period. You also have the right to receive information about your other rights as specified in this section.

We look forward to hearing from you if you have any complaints regarding Vionlabs' processing of your personal data, in order to correct our processing if necessary. You also have the right to file complaints regarding Vionlabs' processing of your personal data with the Swedish Authority for Privacy Protection (Sw. *Integritetsskyddsmyndigheten*).

## **SECURITY OF YOUR PERSONAL DATA**

You should always be able to feel safe when you provide us with your personal data. Therefore, Vionlabs has implemented the security measures that are necessary to protect your personal data against unauthorised access, alteration and destruction. Vionlabs will not disclose your personal data, other than as expressly provided by this Privacy Policy.

## **CHANGES TO THIS POLICY**

Vionlabs reserves the right to change this Privacy Policy at any time. In the event of changes to this Privacy Policy, Vionlabs will publish the amended Privacy Policy on [www.vionlabs.com](http://www.vionlabs.com) with information on when the changes will come into effect and may also notify customers and partners in an appropriate manner.

## **CONTACT INFORMATION**

Do not hesitate to contact Vionlabs if you have any questions about this Privacy Policy, the processing of your personal data or if you wish to exercise your rights under this Privacy Policy or applicable legislation. Contact details:

Vionlabs AB

Corporate registration number: 556804-5420

Postal address: Västmannagatan 4, 111 24 Stockholm

Email address: [info@vionlabs.com](mailto:info@vionlabs.com)