

## **Guidelines for Pronexus Analytical Privacy Policy**

Pronexus Analytical AB takes serious account of the personal integrity of Pronexus:s sponsors, collaborators and clients interested in information on, and use of services that are offered via Pronexus website, applications, fair trades, conferences and direct customer contact (collectively “Channels”). The objective of this Privacy Policy is to ensure that your privacy is respected and that your personal data are processed correctly. We take responsibility for ensuring that personal data processed by Pronexus are used for the intended purposes only and protected from unauthorized access. All processing of personal data by Pronexus is in accordance with applicable privacy laws, within the EU/EEA, by the General Data Protection Regulation (GDPR) starting from May 25, 2018.

### **1. Who is Collecting your Personal Data?**

Pronexus Analytical AB, org. no: 556642-0971, Grindstuvägen 44, 167 33 Bromma, Sweden (“Pronexus”) is responsible for handling of Personal data within the frame of these regulations.

### **2. What is Personal Data?**

Personal data is any information that can be directly or indirectly linked to a person. Personal data constitutes a variety of details, including name, e-mail address and contact details, office address and interest areas relevant to Pronexus services. Processing of personal data relates to any operation or set of operations, which are performed on personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

### **3. Pronexus and Processing of Personal Data**

Pronexus always processes your personal data in accordance with applicable law. We process your personal data when it is necessary to fulfill an agreement with you or respond to your customer service request. Pronexus will by any means process your personal data for any other purpose than those stated in §5 of this document without a prior request sent to you and your written permission obtained.

### **4. What Type of Personal Data is Collected?**

When you interact with Pronexus, we may collect information about you such as your name, business address, e-mail address, phone numbers, information regarding your need of Pronexus services and products, and your transaction history. In addition, Pronexus may collect technical data about the devices you use to access Pronexus Channels, including IP address, unique device ID, browser type, and cookie information. The gathering of data described herein takes place when you communicate with Pronexus, submit comments on our contact form or by phone; download documents from the Pronexus website; request to be contacted following a visit to a trade fair stand; or register for events organized by Pronexus.

### **5. Cookies**

Pronexus may use cookies on its digital Channels. These cookies collect information relating to your use of the digital channel, e.g. Pronexus website. More information about which cookies Pronexus has placed on its digital channel, and how to remove these cookies, is available at the end of this document, Pronexus Cookie Policy.

### **6. For What Purposes does Pronexus Process Personal Data?**

Personal data will be processed by Pronexus only if it is necessary to fulfill the purpose of the processing or to fulfill Pronexus:s legal obligations. The personal data collected in connection with your use of the Pronexus Channels and its services will be processed by Pronexus for the following purposes:

- In order to provide the services you are interested in, have ordered and to administer our agreement with you

- In order for us to communicate with you when contact is made through our customer service, e-mail forms or phone calls
- For marketing purposes, including marketing via post or e-mail
- To process your payment, or prevent or detect fraud
- To obtain statistics pertaining to the use of our Pronexus website and the services
- To plan the development of the products and services as requested by the market.

## **7. Security and Protection of Personal Data**

Pronexus ensures a high level of security of your personal data and takes appropriate technical and organizational security measures to protect your personal data from unauthorized access, modification, dissemination or destruction.

## **8. Restrictions on Disclosure of Personal Data**

Pronexus may hire external partners (suppliers) to perform tasks on its behalf, e.g. to provide IT services, payment solutions, or help with marketing, analysis or statistics. The execution of these services may mean that Pronexus partners, both within the EU/EEA and outside the EU/EEA, have access to your personal data. Companies that handle personal data on Pronexus's behalf always sign an agreement with Pronexus that ensures a high level of protection of your personal data. In relation to non-EU/EEA partners, special safeguards are implemented, such as agreements that include standardized data transfer clauses that have been adopted by the EU Commission and are available on the EU Commission website. Pronexus may disclose personal data to third parties, such as the police or other authorities, in the case of a criminal investigation or if we are otherwise required to provide such information in accordance with the law or decision made by an authority. Pronexus will not disclose your personal data by any other means than those described in this Privacy Policy.

## **9. Right to Data and Right to Lodge a Complaint**

You are entitled, at any time and in accordance with applicable privacy laws, to request access to the personal data that we process about you; to correct any personal data that may be incorrect; to ask Pronexus to stop processing your personal data and delete it; to ask Pronexus to limit the processing of your personal data; to exercise your right to data portability; and to oppose the processing of your personal data. Please contact Pronexus at [info@pronexus.se](mailto:info@pronexus.se) or at the following address: Pronexus Analytical AB, Grindstuvägen 44, 167 33 Bromma, Sweden.

You also have the right to lodge a complaint with the appropriate regulatory authority at any time, if you believe that your personal data is being processed in such a way that violates applicable privacy laws.

## **10. Amendment of This Privacy Policy**

Pronexus may, from time to time, make amendments to this privacy policy. The latest version of the privacy policy is always available on the Pronexus website [www.pronexus.se](http://www.pronexus.se)

## **Pronexus Cookie Policy**

*What is a cookie?* A cookie is a small file or data string, which is stored on your device by a website.

*What data do cookies contain?* Usually, cookies carry identification on the source, a timestamp for expiry, and a scrambled settings value.

*What are cookies used for?* Cookies work like your browser's memory – they enable your device to remember settings in between sessions, such as items stored in the cart, language settings and currency preferences.

*Are cookies programs?* No. Cookies are non-executable, meaning they cannot run or alter anything on your device.

*Does Pronexus use cookies?* Yes. We use cookies for user authentication, to control the level of access to information on our websites, to pre-fill forms, and gather web traffic statistics.

*Third party cookies.* Embedded content from other websites such as videos and “share”-buttons may present cookies from other websites. Check the relevant third party's cookie policy for more information about these cookies.



*Can we identify you via Cookies?* No. Cookies do not carry personal information.

*For how long are Pronexus cookies stores on my device?* Some cookies (session cookies) last throughout the session, meaning they expire when you leave the website. Persistent cookies are stored in your browser's cookie folder until they are deleted. They enable us to recognize you when you return, and remember your settings on our websites.

*Can I prevent cookies from being stored?* Yes. Your e-mail client and browser settings will allow you to block cookies for all or individual senders or websites. Some browsers also contain a "private" browsing mode.

*Can I delete cookies?* Yes. Your browser will let you clear cookies as well as other temporary website files and browsing history.

*More Information.* There is plenty to read about cookies online. A good place to start is <http://www.allaboutcookies.org/>

Questions, comments and requests regarding this Cookie Policy should be addressed to [info@pronexus.se](mailto:info@pronexus.se).