

<i>Dokument:</i> General Data Protection Regulation		Hydraulikkteknikk <small>Et TESS selskap</small>	
<i>Dokumentnr:</i> HT-Q0095	<i>Utarbeidet av:</i> Kenneth L. Hole	<i>Rev nr:</i> A	<i>Godkjent av:</i>

General information GDPR

Hydraulikkteknikk AS collects and processes personal data about our customers in different situations. We take personal data protection seriously and continually work to ensure that our services and your personal data are safeguarded in the best possible way. This document will give information about how personal data is processed by Hydraulikkteknikk AS in order to provide you a good experience, as well as information about personal data protection in general.

What is personal data?

Personal data is all the information that can directly or indirectly identify an individual person.

This could be:


1. Name, address, age, telephone number, e-mail address and other personal information
2. The content of an e-mail communication between a customer and Hydraulikkteknikk

Information is considered personal data regardless of whether it exists as text, images, audio or video recordings.

What is processing of personal data?

The processing of personal data refers to all operations performed on personal data, with or without automated aids. This may be, for example:

1. Collection and registration
2. Organisation, structuring and storage
3. Customisation and change
4. Retrieval and reference
5. Use and sharing
6. Compilation and combination
7. Limitation, deletion and destruction

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What are violations of personal data protection?

Hydraulikkteknikk as the data controller is responsible for ensuring that no violation of personal data occurs during the processing of the personal data we process in our business.

Violations of personal data protection can occur in many ways, such as when:

1. Data on customers that is registered in Hydraulikkteknikk's IT systems is outdated, misleading or highly deficient
2. Data on customers is used for any purpose other than what it was collected for
3. Customer data is recorded, modified or deleted in Hydraulikkteknikk's IT systems without our having permission to do so

New personal data protection regulation

GDPR stands for the General Data Protection Regulation and is a comprehensive European regulation to align the personal data protection regulations of all EU and EEA countries. This means that there will be the same rules for personal data processing in all European countries and that all businesses processing European citizens have the same obligations. The regulation is introduced on the 25th of May 2018, and in Norway it will replace the current Personal Data Act with regulation.

The purpose of the new personal data protection regulation is harmonised (equal) protection of personal data and personal data protection for all EU and EEA citizens. The law focuses on equal obligations and rights, and easier use and exchange of personal data.

What's new?

GDPR will be implemented in Norwegian law and will replace the current Personal Data Act with regulation. In essence, the current legislation is continued, but will be further detailed to ensure that personal data protection is strengthened and regulated in the same way throughout the EU/EEA. Find out more from the Norwegian Data Protection Authority's website.

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Rights

Hydraulikkteknikk must collect and process different personal data in order to be able to offer our services. Without this information, it would not be possible to perform a good service for our customers.

You as a customer have certain rights regarding the processing of your personal data. These rights are:

- The right to information
- The right to access
- The right to correction
- The right to deletion ("the right to be forgotten")
- The right to limited processing
- The right to data portability
- The right to protest and oppose automated individual decisions and profiling

To find out what information we have stored about your company please contact post@hydraulikkteknikk.no