

Personal data policy for IT ADVISORY

This is the personal data policy for IT ADVISORY, which is accessible at <http://itadvisory.dk/>.

We value your privacy.

At IT ADVISORY we are preparing for the future through the implementation of our management system for processing personal data. Our system is clear, simple and easy to use in your daily work. We always ensure that we are fully prepared to comply with the legal requirements regarding personal data.

Our personal data policy describes how we process your data.

DATA RESPONSIBILITY

We take the protection of your data seriously

It is crucial to us that our clients and collaborators are confident that we process personal data only when necessary and that we manage it with care. We are aware that personal data is not our property, but something that we borrow for a temporary period and which we delete when we no longer have reasons to store it.

PROCESSING OF PERSONAL DATA

We process the following kinds of data about you

We process data about you for legitimate reasons, including to be able to offer a good service, to ensure high quality in our tasks and to be able to give our collaborators the best advice.

We process the following task-related personal data:

- Name
- Telephone number
- Title
- Email address
- Project log

We use the following data processors. Your data can be registered by them for legitimate reasons:

- Google
- Trello
- UnoEuro
- Campaign Monitor
- Infinity

We process only the necessary personal data

We collect, process and store only the personal data that is necessary for us.

The technical purposes determine which kind of data about you it is necessary to collect, process and store. This is also true for the amount of data, since we do not register more personal data than that which is specifically relevant.

We delete your personal data when it is no longer necessary in relation to the purpose for which it was collected.

We obtain your consent before we process your personal data

We make sure to obtain your consent before we process your personal data unless we have a legal basis for obtaining it. We inform you of the basis and the purpose for processing your personal data. Your consent is voluntary and you can always withdraw it by contacting us.

We do not transfer your personal data without your consent

If it is necessary to transfer your personal data to our collaborators and other parties, we obtain your consent and inform you of what your data will be used for and for which purpose.

SECURITY

We protect your personal data and have internal rules around information security

We follow fixed in-house procedures to ensure information security. Through our IT supplier, we protect your personal data from getting lost, being changed, being made public or made accessible to unauthorized parties.

YOUR RIGHTS

At any time you have the right to be informed of which data we process about you, how it was collected, and for which purposes we use it. You have the right to be informed about how long we store your personal data, who receives data about you, and the extent to which we pass it on.

If you believe that the data we process about you is inexact, you have the right to have it corrected by contacting us. You can also contact us if you believe that your personal data is being processed in conflict with the legislation or other legal obligations.

You can lodge a complaint directly to the Danish Data Protection Agency if you believe that IT ADVISORY is not processing your personal data according to the protection of personal data legislation.

See the contact information and more about appeal procedures here: www.datatilsynet.dk .