

# Privacy Notice (v1.0)

13th August 2024

GDPR.HELP is a website owned and managed by Hanff & Co. AB, located at Upplanda 206, 748 94 Orbyhus, Sweden.

This privacy notice will explain to you what data we process, why, for how long and the legal basis used for the processing. There is also information on what your rights are, how to exercise them and how to contact us in the event that you have any questions.

## Data Processing Activities

As a consulting and advisory platform, we process various pieces of information in order to provide our services to you as follows:

Data	Purpose	Legal Basis	Retention
Name	To communicate with you and for accounting purposes	Article 6(1)(b) - Processing is necessary for the performance of a contractual agreement with you  Article 6(1)(c) - Processing is necessary to meet a legal obligation	Data is retained for a period of 6 years in order to comply with accounting laws in Sweden
Email Address	To communicate with you	Article 6(1)(b) - Processing is necessary for the performance of a contractual agreement with you	Data is retained until 90 days after the contract expires
Company Name	For accounting purposes	Article 6(1)(c) - Processing is necessary to meet a legal obligation	Data is retained for a period of 6 years in order to comply with accounting laws in Sweden
Company VAT ID	For accounting purposes	Article 6(1)(c) - Processing is necessary to meet a legal obligation	Data is retained for a period of 6 years in order to comply with accounting laws in Sweden
Company Phone	To communicate with you	Article 6(1)(b) - Processing is necessary for the performance of a contractual agreement with you	Data is retained until 90 days after the contract expires
Company Address	For accounting purposes	Article 6(1)(c) - Processing is necessary to meet a legal obligation	Data is retained for a period of 6 years in order to comply with accounting laws in Sweden

Data	Purpose	Legal Basis	Retention
Information relating to your order on our web site	To be able to process the order	Article 6(1)(b) - Processing is necessary for the performance of a contractual agreement with you	Data is retained in a session cookie which expires as soon as you close our web page

Currently these are the only data we process about you, including on our web site.

## Recipients of Data

Some of the data we process about you is processed by third party service providers or “vendors” as listed below:

**DocuSign, Inc.** (located at 5 Hanover Quay, Grand Canal Dock, Dublin, Ireland.)

We use DocuSign to facilitate signing of contracts between ourselves and our clients through the use of electronic signatures; and as such it is only used for processing business information.

Once the contract is signed it is deleted from DocuSign and stored locally on our own servers. You can read DocuSign’s privacy notice here: <https://www.docusign.com/privacy>

If you wish to hire us but do not wish to have your contract processed by DocuSign, please feel free to contact us by email at [sales@gdpr.help](mailto:sales@gdpr.help) so we can manually send you a contract for signature.

Please understand that manual processing will lead to some delay in accepting and executing your service request.

**Fortnox AB** (located at Bollgatan 3B, Växjö, Sweden)

We use Fortnox for processing our invoices and managing our accounts and as such it is only used for processing business information.

You can find Fortnox’s Privacy Notice here: <https://www.fortnox.se/om-fortnox/integritet-och-sakerhet/avtal-och-villkor/integritetsmeddelande> (it should be noted that as a Swedish company, their privacy notice is only available in Swedish and you might need to translate it to understand it).

It is not possible for you to use our services if you do not wish your business information to be processed by Fortnox, as all of our accounts are processed by this vendor.

We currently do not share or disclose your information to any other vendors.

## Law Enforcement Requests

It is possible that we might be subjected to a law enforcement or other legal request, that requires us to disclose your data to the police or other public authority. We will only ever submit to such requests on the basis that we are legally obligated to do so and will not share any data on a voluntary basis under any circumstances.

Where possible and when we are not legally restricted from doing so, we will always inform you about such requests at the earliest opportunity.

## Infrastructure

We manage all of our own infrastructure other than for the purposes outlined in the ‘Recipients of Data’ section above and as such we do not store or process your data with any other third parties.

We use our own servers located in EU Datacenters with state of the art security designed to protect your data using modern encryption, security certificates and strict access control measures.

Our staff are all trained in privacy, data protection and cybersecurity best practice and are regularly tested.

## Your Rights

In most circumstances we are not processing “Personal Data” as defined under Article 4(1) of the General Data Protection Regulation (‘GDPR’) as our processing is limited to business information.

However, we understand that your name and email address would be considered as personal data and as such it is required that we inform you of your rights under the GDPR, which can be found below:

1. You have the right to ask us what personal data we are processing in relation to you.
2. You have the right to request that we correct any personal data we are processing in relation to you, in the event that the personal data is incorrect.
3. You have the right to request that we delete any personal data we are processing in relation to you. However, this is not an absolute right and there are circumstances where we are legally obligated to retain your personal data for a specific period of time (as outlined in the table in the ‘Data Processing Activities’ section of this privacy notice).
4. You have the right to request that we suspend processing of your personal data in the event that you believe we are processing it in an unlawful fashion. However, this is not an absolute right and we may refuse such requests if we believe our processing is lawful. In such circumstances you will be provided our reasoning in writing.
5. You have the right to receive a copy of your data in machine readable format for the purpose of data portability. However, it should be noted that since you always obtain a copy of the data we hold (as we only process your data for accounting and contractual purposes) we would likely decline such a request as you already have all of the information by default.
6. You have the right not to be subjected to automated decision making or profiling but since we do not conduct any such processing activities, there is no need for you to exercise this right as it is already the default.
7. You have the right not to be subjected to direct marketing activities but again, since we do not engage in direct marketing activities and rely only on inbound sales requests, there is no need for you to exercise this right as it is already the default.

If at any time you feel we are processing your data in an inappropriate or unlawful manner, we urge you to reach out to us using the contact information below - however, should you decide that you would like to file a formal complaint with your Supervisory Authority, you are of course, free to do so.

You can find the contact details of your Supervisory Authority here: [https://www.edpb.europa.eu/about-edpb/about-edpb/members\\_en](https://www.edpb.europa.eu/about-edpb/about-edpb/members_en)

## How to Contact Us

You can contact us in relation to our data processing activities by sending email to [privacy@gdpr.help](mailto:privacy@gdpr.help)

or by writing to us at Hanff & Co. AB, Upplanda 206, 748 94 Orbyhus, Sweden.