# LABINO AB PRIVACY POLICY

We at Labino AB handle the security of your personal data with the outmost respect and consideration. This Privacy Policy is intended to provide clarification of how, why and what type of personal information Labino AB collects.

This Privacy Policy covers our treatment of information that we gather when you are accessing or using our websites or services or when you contact us in any manner.

# OUR COMMITMENT TO PROTECTING YOUR PRIVACY

- 1. Labino AB will not collect, use or disclose your personal information for any other purpose than those outlined below, except with your consent.
- 2. Labino AB will make every effort to protect your personal information against loss or theft.
- 3. Labino AB will make every effort to safeguard your information from unauthorized access, disclosure, copying, use or modification.
- 4. Labino AB will endeavor to keep your personal information as accurate and up-to-date as possible for the purposes identified above.
- 5. Labino AB will respect your request to access personal information in a timely fashion as reasonably possible.

### WHAT DATA IS BEING COLLECTED

- 1. Any personal details you may choose to give us, such as your name, email, phone number, and others to fulfill an agreement.
- 2. Any personal detail you may choose to give us to request information from Labino AB.
- 3. Your name, phone number and email you may provide us through the website.
- 4. The website usage without identifying individual visitors.

### HOW YOU PROVIDE US WITH PERSONAL INFORMATION

Labino AB is the world 's leading manufacturer of UV and White Light products as well as Alternative Light Sources. We supply customized products that satisfy the needs of a wide range of applications, non-destructive testing, leak detection, clean room, crime scene investigation, art restoration, UV Curing, agriculture and more. To make this possible, there are a number of ways we may collect personal information; for which the purpose, circumstances, retention, and safekeeping are determined in advance. Personal information shall be retained as long as necessary to provide the services requested and fulfill all administrative requirements resulting from your request.

- 1. By affiliate to us as a Distributor.
- 2. By participating in any fair, conference or event.
- 3. By completing and returning customer satisfaction surveys.
- 4. By requesting information about our products and services.
- 5. By participating in a marketing campaign.
- 6. By visiting our website

- 7. By making contact directly to the Managing Director
- 8. By calling us through the customer service support
- 9. By Visiting us or being visited by us.
- 10. By replying our Purchase Order request
- 11. By replying our inquiries regarding products/services you provide
- 12. From other sources, when you give permission to make your personal data available.
- 13. Third-Party mentioned in e-mail where sensitive information is not handled.

## WHY WE COLLECT YOUR INFORMATION

Whenever you interact or communicate with us, we collect personal information. This information allows us to function and become more efficient. We may ask for and use your personal information for the following reasons:

- 1. To assist in delivering the products and services you have requested;
- 2. To honor any contract or agreement you have with us;
- 3. To manage our customer services i.e. respond to inquiries and comments and provide customer service and support;
- 4. To improve our customer satisfaction levels and maintain a responsible relationship with you;
- 5. To understand your needs and preferences in an effort to serve you better;
- 6. To contact you for customer survey, R&D research, marketing purposes or product related opportunities.
- 7. To improve our website to ensure that content is presented in the most effective manner for you;
- 8. To use the information, you send to us via the website, to communicate with you via email regarding our products, services, offers or to send you our newsletter.
- 9. To manage and develop our business, product and service offerings;
- 10. To satisfy regulatory obligations and legal requirements;
- 11. To assist in issues relating to your personal safety;
- 12. To send emails to your email address with purchase orders or inquiries regarding the services/products you provide.

# WHO WE SHARE YOUR PERSONAL INFORMATION WITH

Your name, phone number, address or any other information you may have shared, or choose to share with us, will never be sold, traded, or transferred to third parties for marketing reasons. The information you provide us will not be used for any other purpose than to provide you with the information or services you have requested (we requested in the case of suppliers) or as required by applicable law.

Labino AB may on occasion use and disclose your personal information for the following purposes:

- 1. To provide the service you have requested.
- 2. To complete necessary activities to administer those services.
- 3. To conduct customer satisfaction survey.
- 4. To provide government, regulatory and law enforcement agencies with information where the disclosure is required or authorized by law.

5. To fulfill the agreement of the service/products requested by Labino AB

### YOUR RIGHTS TO ACCESS TO THE INFORMATION

If you prefer that we do not use your personal information to alert you to special offers, services or marketing campaigns to increase the awareness of Labino AB and its product offerings, you may request that we remove you from all such contact lists. You may email to <u>quality@labino.com</u> to 'Unsubscribe' to email broadcasts at any time and you will be removed from our list(s). Please write the word <u>'REMOVE'</u> in the subject line. Your request will be processed upon receipt.

If you wish to opt-out of or provide us with updated information for other Labino AB communications, not related to the email campaign, you may choose to contact us directly through any of our divisions or email <u>quality@labino.com</u>. You may also reach us by mail at Labino AB, Fågelsangsvägen 16, P.O. Box 18642, Vallentuna, Sweden. Please be advised that although the withdrawal of your consent will be respected and processed immediately, it is possible you may receive promotional material that had already been scheduled prior to receipt of your withdrawal.

It is understood that if you do not notify Labino AB, we will consider you to have consented to our continued use and disclosure of your information as outlined in this Policy Statement. At all times, it is your choice whether or not you provide us with your personal information.

#### WEBSITE INFORMATION COLLECTION & PROTECTION OF INFORMATION

We receive and store the information you enter on our website, your name and email address. We use the information that you provide for such purposes as responding to your requests, customizing future features for you, improving our website, and communicating with you.

All information collected is solely for use by Labino AB. We will not share this information with any of our suppliers, or agents. Also, we will not disclose email address lists for unsolicited emails. If you choose to be a part of Labino AB email subscription, you can at any time select to unsubscribe to the service.

Labino AB website uses Google Analytics tracking to track and report website traffic. Similarly, Google Analytics uses Cookies to collect information and report website usage without identifying individual visitors. Learn more about <u>Analytics cookies and privacy information</u>.

You can set your browser not to accept cookies and the above website tell you how to remove cookies from your browser. However, in a few cases, some of our website features may not function fully as a result.

When you submit a question or comment, you may be asked for your name and/or email address, or other information. This information is only used to process and respond to your question or comment. The personal information you submit through the website is secure once it reaches Labino AB server.

We store your information no longer than what is necessary for the relevant purposes which the personal information is processed or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of in a secure manner.

The security of your information is of utmost importance to us. We seek to use reasonable measures to protect your information as required by the law, in line with industry standards and in accordance with the policies Labino AB has set. Sensitive data is held under strict security conditions. If you have any reason to believe that any personal information we hold is no longer secure, please contact us immediately.

We are committed to ensuring that your information is secure. To prevent unauthorized access or disclosure, we have put in place suitable measures to safeguard and secure the information we collect online. We use advanced encryption methods to protect transmitted over the internet. Only authorized personnel will have access to personally identifiable information. The computers/serves used to store information are stored in a secure environment.

Our Internet infrastructure is built upon industry standard applications and databases. We have also deployed a firewall solution to further protect our website from unauthorized external access.

#### CHANGES TO OUR PRIVACY POLICY

This privacy policy may be changed by Labino AB at any time. If we change our privacy policy in the future, we will set out those changes here, so that you will always know what personal information we gather, the purposes we might use it for and to whom we might disclose it.

#### FURTHER INFORMATION

The law that says how your personal information can be used is: <u>General Data Protection Regulation (GDPR)</u>

### ACCESS TO FURTHER INFORMATION

To inquire about Labino AB privacy practices, provide feedback, comments or inquiry about access to your personal information, please contact us:

By email: quality@labino.com

Or write to us at:

Labino AB, Fågelsangsvägen 16, P.O. Box 18642, Vallentuna, Sweden