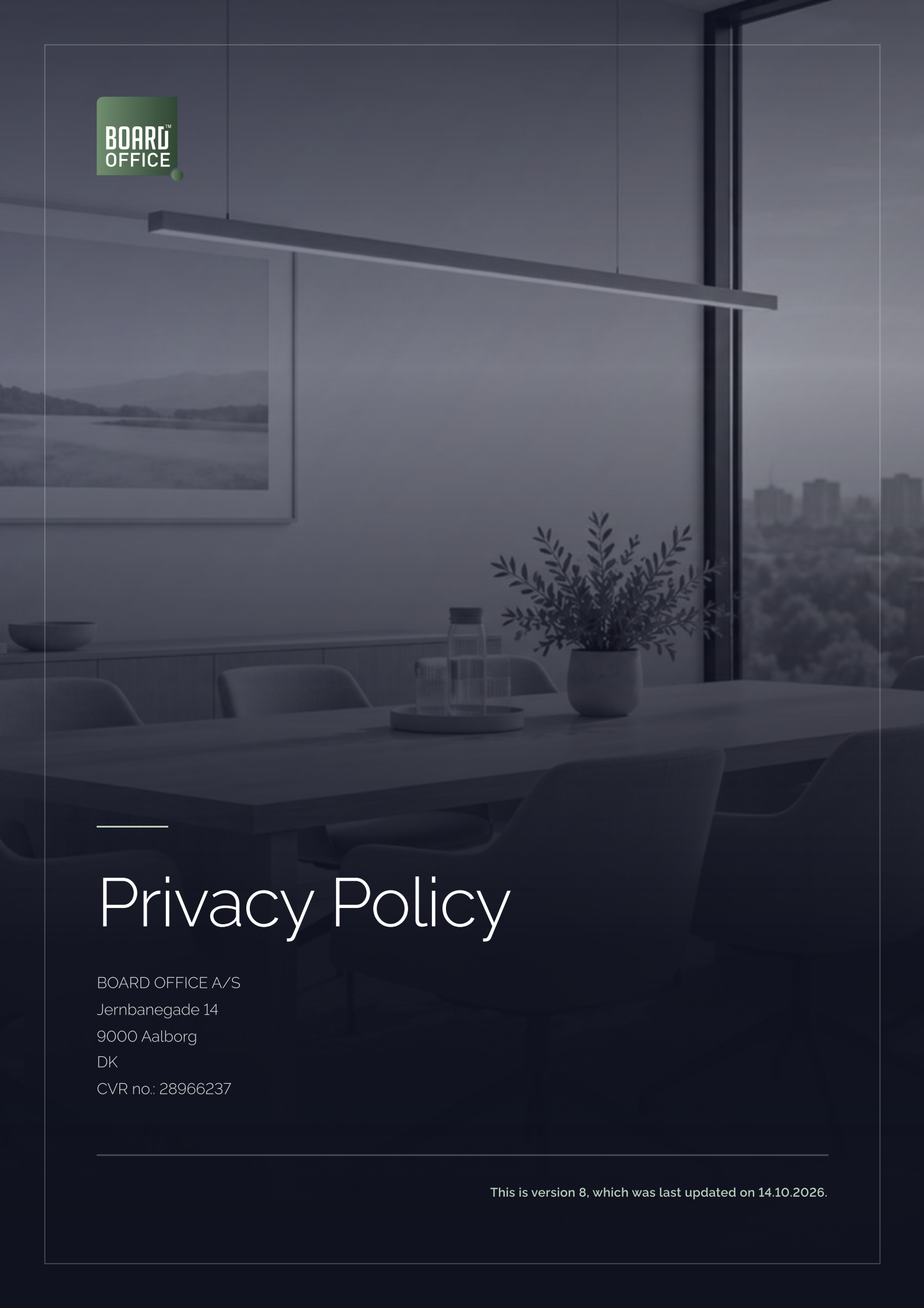


Privacy Policy

BOARD OFFICE A/S
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DK
CVR no.: 28966237

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1. Introduction

1.1 This privacy policy ("the Policy") describes how BOARD OFFICE A/S ("us", "we" or "our") collects and processes your personal data in connection with the purchase of services, membership, products, general use of our website, use of the BOARD OFFICE platform and use of the Outlook add-in "Gem i BOARD OFFICE" (in English "Save to BOARD OFFICE").

1.2 The Policy has been drawn up and made available in order to comply with the General Data Protection Regulation (2016/679 of 27 April 2016) ("GDPR") and its rules on the duty to inform.

1.3 For personal data that we process for our own purposes – e.g. customer relationships, invoicing, support and our website – BOARD OFFICE A/S is the data controller.

1.4 Content that users save in a Board in the BOARD OFFICE platform is processed by us as data processor on behalf of the customer organisation to which the Board belongs. The customer organisation is the data controller for this content, and our processing takes place in accordance with the data processing agreement with the customer. Enquiries about this content can be directed to the customer organisation or to us. Content that a user saves in their personal account, including e-mails saved via the add-in, is processed by us as data processor on behalf of the user in accordance with the data processing terms in the subscription terms. The user is the data controller for this content.

2. Collection of information through the use of cookies

2.1 When you visit and use our website(s), cookies are set and used on the basis of consent. Information in these cookies includes ("Cookie Data"):

a) browser type

b) IP address

c) search terms on other websites

d) search terms on our website(s)

2.2 Cookie Data is used for: administration of customer relationships (orders, purchase history, invoicing etc.), administration of customer claims (complaints etc.), improvement of our website and the user experience

2.3 The use of cookies for the collection of information and data otherwise takes place in accordance with the Danish Executive Order on Cookies (No. 1148 of 9 December 2011), section 3.

2.4 If you wish to reject or limit the cookies placed on your computer when visiting our website, you can always do so by changing the settings in your browser. Please note, however, that rejecting or limiting cookies affects the functionality of the website and will mean that there are functions on the website that you cannot see. All browsers allow you to delete cookies collectively or individually. How this is done depends on the browser used. If you use several different browsers, remember to delete cookies in all of them.

2.5 We disclose Cookie Data to:

Google LLC

2.6 Below you can see an overview of the duration of the cookies we use:

Until deleted

3. Types of personal data processed

3.1 We process personal data about you when this is relevant and in accordance with applicable legislation. Depending on the specific circumstances, the personal data processed may include the following types of personal data:

a) name
b) address
c) telephone number
d) e-mail
e) user name
f) invoicing and accounting records
g) account status (balance, customer points etc.)
h) customer number
i) purchase history
j) bank details (card details or account details)
k) IP address
l) information from social media that is publicly available and relevant
m) content, attachments and information from e-mails that a user actively chooses to save via the Outlook add-in "Gem i BOARD OFFICE", as well as technical information about the use of the add-in (see section 6)

3.2 We collect personal data directly from you and, where relevant, from external sources.

Personal data is collected from user profiles on various social media, and the source of collection therefore varies.

3.3 If we need to collect and process personal data in addition to that specified above, we will inform you of this at the time of collection. Such information may also be provided by updating this Policy.

4. Purposes of the processing of personal data

4.1 We only process your personal data if we have a legitimate purpose and, in that case, in accordance with the rules of the GDPR. Depending on the circumstances, the personal data may be processed for the following purposes:

a) To respond to enquiries and/or complaints from users, customers or members.

b) To be able to provide support and service messages, including answering questions or complaints and sending updates about our products and services.

c) To be able to deliver or offer services or products to users, customers or members.

d) To deliver service messages and information to users, customers or members.

e) To store personal data to the extent required by applicable legislation, for example storage of accounting and bookkeeping records.

f) To send newsletters by e-mail.

g) To send direct marketing to users, customers or members (such as e-mails, MMS, direct messages on social media etc.).

h) To profile users, customers or members by analysing and predicting their preferences and/or behaviour.

i) To improve our products, services or website.

j) To be able to administer a customer club or a membership with us.

k) To communicate and exchange information with public authorities where required by law.

l) To prevent fraud, deception or unlawful use of our products, services and website, including processing of personal data for use in connection with legal proceedings.

m) To prevent fraud and misuse of IT system(s) and/or products or services delivered via IT system(s).

n) To save e-mails that a user chooses to save via the Outlook add-in in the user's personal archive in BOARD OFFICE on the user's behalf (cf. section 1.4), and to record the use of the add-in.

4.2 In addition to the above, we process personal data for the following purposes:
By downloading or requesting material/products/services through advertisements on digital platforms, among others, you consent to receiving sales offers through personal contact.

5. Legal basis for the processing of personal data

5.1 We only process your personal data when we have a lawful basis for processing in accordance with the GDPR. Depending on the specific circumstances, personal data is processed on the following legal bases:

a) The basis for the processing of the specific personal data is your consent, cf. GDPR, Article 6(1)(a). You can withdraw your consent at any time by contacting us via the contact details provided at the bottom of this Policy. If you withdraw your consent, the personal data processed on the basis of the consent will be deleted, unless it can or must be processed, for example, in order to comply with a legal obligation.

b) The processing is necessary for the performance of a contract with the data subject, cf. GDPR, Article 6(1)(b), first part.

c) The processing is necessary to comply with applicable legislation, cf. GDPR, Article 6(1)(c).

d) The processing is necessary in order to take steps at the request of the data subject prior to entering into a contract, cf. GDPR, Article 6(1)(b), last part.

e) The processing is necessary for the purposes of a legitimate interest, except where such interest is overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, cf. GDPR, Article 6(1)(f).

f) The processing is necessary to protect the vital interests of the data subject or of another natural person, cf. GDPR, Article 6(1)(d).

5.2 If we send direct marketing to you, including by e-mail, we will ask for your prior consent in accordance with the applicable rules of the Danish Marketing Practices Act.

6. The Outlook add-in "Gem i BOARD OFFICE"

6.1 "Gem i BOARD OFFICE" (in English "Save to BOARD OFFICE") is an add-in for Microsoft Outlook that enables users of BOARD OFFICE to save e-mails in BOARD OFFICE.

6.2 Each time a user clicks "Gem i BOARD OFFICE", the selected e-mail is saved in the user's personal archive in BOARD OFFICE, which belongs to the user's personal account. The entire e-mail is saved with its header (including sender and recipients), body text and attachments, as well as metadata such as subject, sender and date received.

6.3 An e-mail saved in the personal archive is only accessible to the user.

6.4 Saved e-mails may contain personal data about persons other than the user, e.g. the sender, recipients and persons mentioned in the content of the e-mail or its attachments.

6.5 The add-in also records technical information when it is used: information about the Outlook version and environment, the version of the add-in and any error messages. This information can be linked to the user's ID in BOARD OFFICE. If an error occurs during login with Microsoft, the error message may contain the user's login name, typically the user's e-mail address. The information is stored in Microsoft Azure Application Insights and the BOARD OFFICE portal's log, not in the BOARD OFFICE database.

6.6 In some older Outlook versions, the e-mail address of the mailbox that is open in Outlook is included in the web address of the login page, so that the user logs in with the correct Microsoft account. The e-mail address is therefore recorded in the web server's log and in Microsoft Azure Application Insights, and Microsoft receives it as part of the login.

6.7 The add-in requests permission to read e-mails (Microsoft Graph Mail.Read). The permission is only used in some older Outlook versions and only to read the one e-mail that the user has chosen to save. Other e-mails in the mailbox are never listed, searched or read.

6.8 Data from the add-in is only sent to the BOARD OFFICE portal. Microsoft handles login and, in older Outlook versions, delivers the e-mail to the add-in. Technical events are stored in Microsoft Azure Application Insights in the EU (the Azure region West Europe). The portal's log and the web server's log are stored on a virtual server at ScanNet in Denmark. Microsoft and ScanNet are our sub-processors. Our development supplier, Compent ApS, has access as a sub-processor to the technical events and logs. Our other sub-processors appear from the list referred to in section 7.5.

6.9 E-mails saved in the personal archive are processed by us as data processor on behalf of the user, cf. section 1.4. Technical events and log information are processed by us as data controller for the purposes of operation, troubleshooting and support on the basis of GDPR Article 6(1)(b).

6.10 E-mails in the personal archive are stored until the user deletes them or closes their personal account. Technical events are stored in Microsoft Azure Application Insights for 90 days. The portal's log and the web server's log are stored for 30 days.

7. Disclosure and transfer of personal data

7.1 We only disclose personal data to others when legislation permits or requires it, including when relevant and at your specific request and/or that of the data controller, if any.

7.2 We disclose personal data to the following recipients within the EU/EEA:

a) Data processors

b) Banks (in connection with payouts, receipt of payments etc.)

c) The Danish Tax Agency (SKAT) (in connection with bookkeeping etc.)

d) Business partners

e) Any other recipients at your request

7.3 We generally use various external and professional organisations as suppliers and business partners to deliver or assist us in delivering our services and products. The external organisations will not receive or process personal data unless legislation permits the transfer and processing thereof. If the external organisations or business partners are data processors for us, their processing of personal data always takes place in accordance with a data processing agreement that meets the requirements of the legislation. If the external organisations or business partners are independent data controllers, their processing of personal data takes place in accordance with their own privacy, data protection or personal data policy, which the external organisations will draw your attention to, unless legislation provides otherwise.

7.4 As a general rule, we do not transfer personal data to countries or international organisations outside the EU/EEA. However, Cookie Data disclosed to Google LLC (cf. section 2.5) may be transferred to the USA. Other transfers only take place if necessary at your specific request.

7.5 An updated list of our sub-processors can be found under the "Security" tab on board-office.dk.

8. Erasure and storage of personal data

8.1 We ensure that personal data is deleted when it is no longer relevant for our processing purposes as described above. We always store personal data for the period required of us by applicable legislation, including for documentation of compliance with, among other things, the provisions of the Danish Bookkeeping Act. For e-mails saved via the add-in, please refer to section 6.10. If you have questions regarding the storage and processing of personal data, you are welcome to contact us at the e-mail address found in the last section of this Policy.

9. Your rights

9.1 As a data subject, you have a number of rights:

9.1.1 You have the right to request access to which personal data we process about you, the purpose of the processing, and whether we disclose the personal data to others.

9.1.2 You have the right to have inaccurate personal data about you rectified.

9.1.3 In certain cases, you have the right to have some of your personal data erased.

9.1.4 In certain cases, you have the right to have the processing of your personal data restricted, so that we only store your personal data for a given period.

9.1.5 In certain cases, you have the right to object to our processing of your personal data on grounds relating to your particular situation. An objection may be based on the processing of personal data for direct marketing purposes.

9.1.6 You have the right not to be subject to an automated decision without human intervention, unless the decision is necessary for your employment with us, or the making of the decision is authorised by law or by your explicit consent.

9.1.7 If we have obtained your consent for part of our processing of your personal data, you have the right to withdraw your consent at any time. If you choose to withdraw your consent, this does not affect the lawfulness of the processing based on the consent before its withdrawal.

9.1.8 In certain cases, you have the right to so-called data portability of the personal data you have provided to us.

9.1.9 You can always lodge a complaint with the Danish Data Protection Agency (Datatilsynet).

9.2 There may be conditions or limitations to these rights. It is therefore not certain that you, for example, have the right to data portability in the specific case – this depends on the specific circumstances of the processing activities.

9.3 You can find more information about your rights as a data subject on the website of the Danish Data Protection Agency (Datatilsynet).

9.4 Please use the contact details below if you wish to exercise your rights.

9.5 We strive to meet your wishes regarding our processing of personal data, but you can always submit a complaint to the Danish Data Protection Agency (Datatilsynet).

10. Changes to this policy

10.1 We reserve the right to update and amend this Policy. If we change the Policy, we will change the date and version at the top of the document. In the event of significant changes, we will notify you in the form of a visible notice on our website, by e-mail or by other means of communication.

11. Contact information

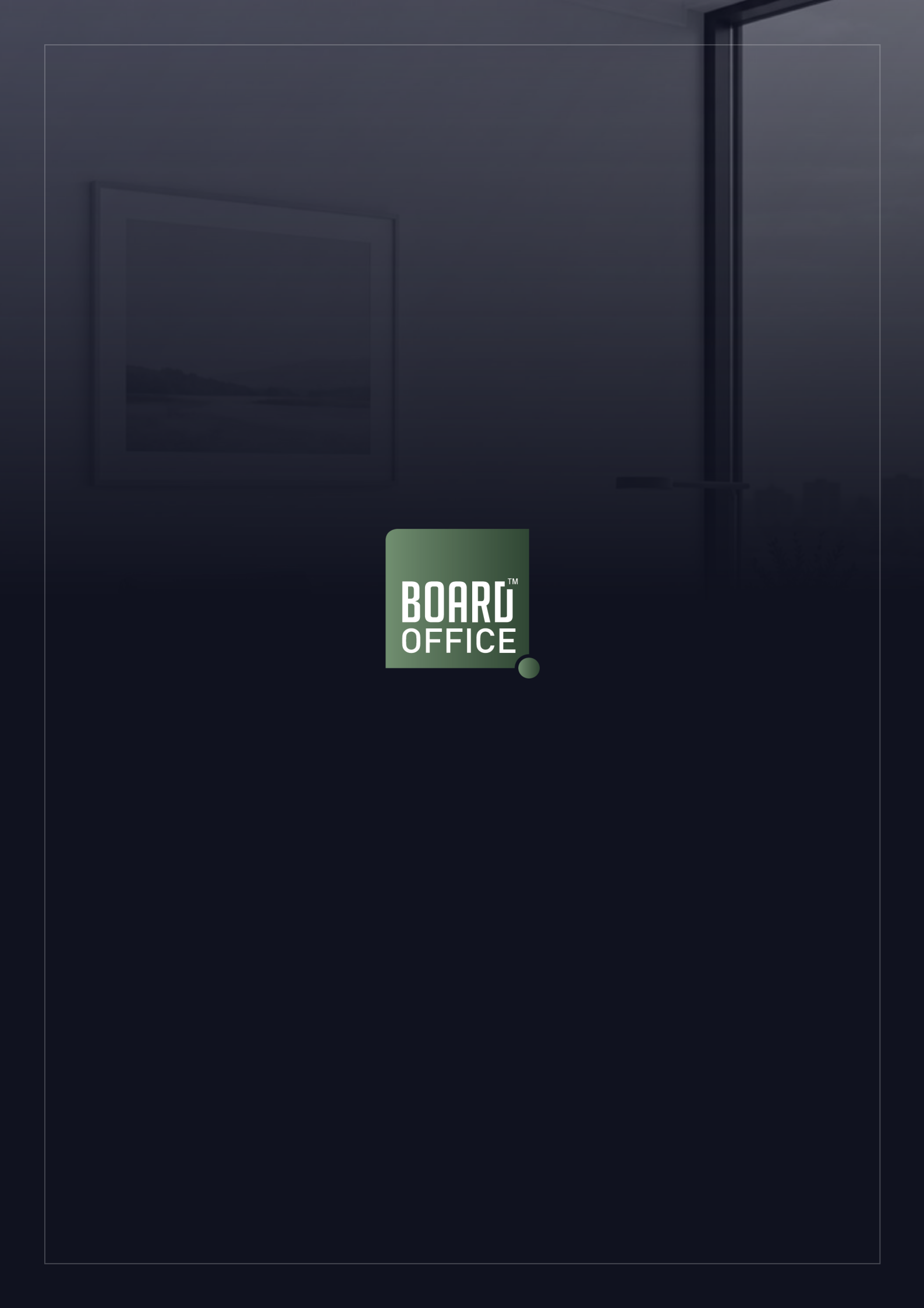
11.1 You are welcome to contact us using the contact e-mail address stated below if you:

a) disagree with our processing or believe that our processing of your personal data violates the law

b) have questions or otherwise have comments on this Policy, or

c) wish to exercise one or more of your rights as a data subject.

For questions or comments on this policy, or when invoking one or more rights, we can be contacted at info@board-office.dk.


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