

5. Data Privacy

Arcondis is committed to all aspects of data protection and takes its duties, and the duties of its employees, under the different privacy regulations seriously. Arcondis considers the safeguarding of data protection rights as part of its responsibility.

Principles:

- **Lawfulness, Fairness and Transparency** - We process personal data lawfully, fairly and in a transparent manner in relation to the individual who is the subject of personal data.
- **Purpose Limitation** - We collect personal data for specified, explicit and legitimate purposes. We do not further process personal data in a manner that is incompatible with those purposes.
- **Data Minimisation** - We collect and process personal data that is adequate, relevant and limited to only what is necessary in relation to the purposes for which they are processed (intended use).
- **Accuracy** - Personal data is accurate and, where necessary, kept up to date. We take reasonable steps to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without any unneeded delay.
- **Storage Limitation** - We maintain personal data for no longer than is necessary for the purposes for which the personal data is collected and further processed. We may retain personal data for longer periods where legally required, in the public interest or statistical purposes. This data is subject to implementation of appropriate technical and Organisational measures to safeguard them.
- **Security (Confidentiality, Integrity and Availability)** - We implement appropriate technical and Organisational security measures to protect personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage.
- **Individuals' Rights** - We respect the rights of individuals about whom we process personal data, to access that data (in accordance with applicable laws) and to request correction of inaccurate personal data, or to request deletion or object to its processing in specified circumstances.
- **Accountability** - We are responsible for, and can demonstrate compliance with, these privacy principles.