

1. Kirstein A/S Privacy Notice

Kirstein A/S prioritises data protection, and we would like full transparency regarding how we process your personal data. Therefore, we have created this Privacy Notice to explain how Kirstein A/S process and protects your personal data.

1.1 Who is responsible for your personal data?

Kirstein A/S is responsible for the personal data you give us and is responsible for your personal data in accordance with applicable laws on data protection.

Name: Kirstein A/S

CVR-number: 28 86 24 31

Address: Kristen Bernikows Gade 6, 2. sal, 1105 København K, DK

Email: info@kirstein.as

Phone number: +45 99 91 90 50

1.2 Why do we process your personal data?

We process your personal data for the following purposes:

- **Delivery of our service**
We process your personal data when you interact with us as someone who represents a client. This includes CEOs, employees, owners, persons who are authorised to sign for the company or third party representatives of a client. Personal data is processed to contact you to provide you with the service you have requested, planning, and execution of our service.
- **Market surveys**
We process your personal data when you interact with us as someone who represents an organisation in our market surveys. We typically process your personal data to contact you regarding our market surveys. Additionally we process data that you choose to submit in connection with your participation in our market surveys. When you participate in our market surveys online, you voluntarily give your consent for Kirstein A/S to process your personal data. Your answers will always be processed confidentially.
- **Marketing**
Personal data is processed for marketing purposes, including targeting our communication with you based on your areas of interest and focus, as well as sending you relevant marketing material such as e-mails, press releases, etc.

- Optimising user experience on our website
Personal data is collected on our website. This information is processed to optimise the user experience on our website and the services we offer. Read more about this in our cookie policy at www.kirstein.as/disclaimer.
- Statistics
Personal data is processed to compile statistics for the use of our website. We do this to better understand and accommodate our clients' and internet users' needs, and hereby improve our services.

1.3 Which type of personal data do we process?

We collect the following information about you for each of the mentioned purposes:

- Delivery of our services
Personal data: name, job title, email address, phone number, purchase history, and interests.
- Market surveys
Personal data: name, job title, email address, phone number, and answers to market surveys (answers including sensitive personal data will not be processed)
- Marketing
Personal data: name, job title, email address, phone number, purchase history, and interests.
- Optimising user experience on our website
Personal data: online identifications, such as IP addresses and cookies.
- Statistics
Personal data: online identifications, such as IP addresses and cookies.

1.4 Which sources have we used to collect your personal data?

When we collect information from other sources than yourself, this or these source(s) are:

- Online sources, such as publicly available websites and social media platforms.

1.5 What legal right do we have to process your personal data?

We process your personal data on the following basis for processing:

- Delivery of our services
Your personal data is necessary for Kirstein A/S to provide you with the correct client service, administration, and delivery of services.

- **Market surveys**
When you participate in our market surveys, you will see a message regarding Kirstein A/S' processing of your personal data. You give your consent for Kirstein A/S to process your data when you click "OK, I agree."
- **Marketing**
Marketing such as electronic press releases, e-mails, etc. are sent to you in accordance with the Danish marketing legislation. Additionally we only process your personal data as long as there is a "legitimate interest."
- **Optimising user experience on our website**
When you visit our website, you will see a message regarding cookies. You give us your consent to use these cookies when you click "OK, I agree."
- **Statistics**
When you visit our website, you will see a message regarding cookies. You give us your consent to use these cookies when you click "OK, I agree."

1.6 With whom do we share your personal data?

In certain instances, personal data is shared with the following categories of recipients:

- In certain instances, your personal data is shared with public authorities, when we are lawfully obligated to do so.
- In certain instances, your personal data is shared with external business partners or suppliers and distributors that Kirstein A/S cooperates with and that assist Kirstein A/S (for example service providers, technical support, supply services, and financial institutions).
- In certain instances, your personal data is shared with the group of companies including Kirstein Agg. Holding A/S, Kirstein Holding A/S, Spektrum Fondsmæglerselskab A/S and Kirstein US LLC. Personal data related to the market surveys is not shared with the group of companies.
- In certain instances, your personal data is shared with a data processor in relation to support or hosting.

1.7 Where do we store your personal data?

The data we collect from you is stored with the European Economic Area ("EEA"), but may also be stored with our subsidiary Kirstein US LLC in Boston, USA.

- USA, Boston, is considered by the Europe Commission as a third country with safe areas/sectors. In third countries with safe areas/sectors, it is permitted to share

information about airline passengers and share information with organisations and companies that have acceded to the EU-U.S. Privacy.

1.8 For how long do we store your personal data?


We will store your personal data regarding:

- **Delivery of our services**
We store your data as long as you remain an active client, and as long as it is necessary for the purpose it has been collected and processed. When your business relationship with us is terminated, we usually save your data for an additional 7 years in accordance with the bookkeeping act.
- **Market surveys**
We store your data as long as it is necessary for the purpose it has been collected and processed. Therefore, we do not delete your personal data from our market surveys unless you wish to have them removed.
- **Marketing**
We store your data as long as it is necessary for the purpose it has been collected and processed. Additionally, we delete your personal data if you no longer wish to receive direct marketing.
- **Optimising user experience on our website**
We are not able to delete cookies ourselves, once they are set in your browser. All browsers, however, do provide you with the option to delete cookies individually or all at once. How to delete your cookies depends on which browser you use, but you can always find help on how to delete the cookies in your browser under our cookie policy at www.kirstein.as/disclaimer. Remember to delete cookies in all browsers, if you tend to use more than one.
- **Statistics**
We are not able to delete cookies ourselves, once they are set in your browser. All browsers, however, do provide you with the option to delete cookies individually or all at once. How to delete your cookies depends on which browser you use, but you can always find help on how to delete the cookies in your browser under our cookie policy at www.kirstein.as/disclaimer. Remember to delete cookies in all browsers, if you tend to use more than one.

1.9 Your rights

You have the following rights:

- You have the right to request insight, rectification or deletion of your personal data.
- You also have the right to oppose the processing of your personal data and to limit the processing of your personal information.

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- In particular, you have an unconditional right to oppose the processing of your personal information for direct marketing and business development purposes.
 - If processing your personal information is based on your consent, you are entitled to revoke your consent at any time. Your revocation will not affect the legality of the processing done before your withdrawal of your consent.
 - You are entitled to receive the personal data you have provided in a structured, commonly used and machine-readable format.
 - You can always file a complaint with a data protection supervisor, eg. Data Protection Agency.
 - You can make use of your rights by sending an e-mail to info@kirstein.as.
 - There may be conditions or limitations in connection with these rights. Therefore, you may not have the right to data portability in a specific case—this depends on the specific circumstances associated with the managing activities.

This appendix was compiled by Kirstein A/S and was last updated May 25th 2018.