

# Information on Drillcon AB's processing of your personal data

The protection of your personal data is our priority. We value the integrity and privacy of those who provide us with personal data. This information describes how companies within Drillcon Group ("Drillcon", "we" or "us") process your personal data when you — whether as an employee, job applicant, visitor to our premises or website — interact with us for different purposes.

We process your personal data in accordance with the General Data Protection Regulation. If you have questions about how we are processing your personal data, please contact Drillcon or our contact person for personal data: [it@drillcon.se](mailto:it@drillcon.se)

## What personal data we collect

### Website visitors

- IP address
- Cookies and usage data

### Job Applicants and people who wants to get in touch

We will process the information you choose to provide us, which typically is:

- Name
- Email address
- Phone number
- Resume and cover letter
- Profile photo (if submitted)
- Company
- Information you provide via the message

### Employees

We process personal data that is necessary to fulfill our commitment and rights as an employer, such as:

- Identification details (eg. name, personal number/ National ID number, employment number)
- Contact details employee (address, private e-mail address, phone number)
- Emergency contact details (eg. next of kin: Name, phone number)
- Information necessary to administer salary-and tax payment, insurance and social insurance errands (eg. Bank details, work hours)
- Detail on organizational placement and who is your manager.
- Information about you from development interviews and information about your education background (eg. truck driver's license)
- Information about you in e-mail correspondence or on invoices for bookkeeping

- information about health and union membership, in the cases and to the extent permitted by law.
- IP-address when using Drillcon wi-fi
- Images and videos of you for PR (only with consent)
- Information on your whereabouts from GPS trackers in company cars when permitted by the law.

### **Visitors in our headquarters**

- IP-address if you connect to wi-fi
- Name

## **2. How we use your data**

We use your personal data to:

- Improve website functionality and user experience
- Communicate with job applicants and manage recruitment
- Fulfill our obligations as an employer
- Respond to contact form submissions and inquiries
- For security reasons in the headquarters

### **Cookies**

We use cookies to enhance your experience and analyze website traffic. The cookie preferences are set through your browser settings and stored with your consent.

Necessary- Necessary cookies help make a website usable by enabling basic functions like page navigation and access to secure areas of the website. The website cannot function properly without these cookies.

Statistics- Statistic cookies help website owners to understand how visitors interact with websites by collecting and reporting information anonymously.

Marketing- Marketing cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more valuable for publishers and third party advertisers.

### **Data Sharing**

We may share your personal data with third parties if necessary by law or to fulfill contractual obligations (e.g., payroll service providers). We may also share your personal data with third parties to ease administration eg. HRM system or intranet system.

We may also share personal data within Drillcon Group to ease administration.

In some cases we may also transfer your personal data to a third country i.e a country outside of EU if we work there. In the event that we would transfer personal data to a

third country, we will ensure that adequate safeguards are in place to ensure that your personal data will remain protected in accordance with this information and applicable data protection laws. The ground rule for storage of our information is that it should be stored on servers in Europe.

## 5. Legal grounds for storing personal data

Personal data is always processed with support from one of the lawful grounds for personal data processing, we mainly use the ones in *italic*:

- *Consent*
- *Contract*
- *Weighing of interests*
- *Legal obligation*
- Exercise of official authority or task in the public interest
- Fundamental interest

## 6. How long do we store your personal data

At Drillcon, we strive to only store your personal information for as long as it is necessary to fulfill the purposes for which it was collected, or as long as we are required by law to retain it.

## 7. Your Rights in accordance with the General Data Protection Regulation

**You have the right to:**

- Information on when and how your personal data is handled
- Access your personal data
- Request correction or deletion
- Object to processing
- Request restriction of processing
- Request data portability
- Right to file a complaint
  - Sweden: Integritetsskyddsmyndigheten <https://www.imy.se/>
  - Portugal: Comissão Nacional de Proteção de Dados <https://www.cnpd.pt/>
  - Spain: Agencia Española de Protección de Datos <https://www.aepd.es/>

**To exercise your rights and for questions on how we handle your personal data, please contact us at:**

[it@drillcon.se](mailto:it@drillcon.se)

or

Drillcon AB  
Östra Vagngatan 3B  
702 27 Örebro  
Sweden

## **8. Data Security**

We implement appropriate technical and organizational measures to protect your personal data from unauthorized access, loss, or misuse.