

This is how we handle your personal data.

TVS Design A/S and TVS Trading A/S (hereafter TVS) collects and uses personal data for the relevant persons at our customers and suppliers. It is important for us that the collected information is safely stored, and that the info in no way can be misused.

This document describes which information we collect, how it is stored and erased again when it is no longer relevant.

Which information do we collect?

What are the collected data used for?

How are the collected data stored?

How do we handle data, which are no longer in use?

The persons whose data we store. What rights do the persons have?

Cookies on our website.

Facebook

Which information do we collect?

At TVS we collect 3 types of personal data:

1.

Information concerning contact-persons at the relevant companies according to normal company-performance. It is the following data:

First-, middle- and family-name.

Direct company-mail address and company telephone-numbers.

2.

Information concerning persons for the use of deliveries of goods.

First-, middle- and family-name.

Direct company-mail address and company telephone-numbers.

We do not collect any private information concerning the persons associated with our customers, suppliers or other business-partners. Private information meaning information, which is not normally public available.(for instance civil registration numbers)

3.

Information concerning employees at TVS for administration use.

First-, middle- and family-name.

Addresses

Mail address and telephone-numbers.

Civil Registration number

Account number for payment of wages

What are the collected data used for:

The collected personal data is used to identify relevant contact-persons with our customers, suppliers and other business-partners.

The collected information is used to contact the persons directly concerning purchase, sales and other necessary business.

All collected data is only used for normal running of TVS:

No data is turned over to third party, without agreement beforehand with the person concerned. It could be a situation where a customer must have a direct contact to one of our suppliers. The collected data for the use of deliveries can however be handed over to our business-partners within transportation..

How are the collected data stored:

Electronic data:

All company-data concerning our customers and suppliers is registered in our financial system, Economic, for the use of the day to day performance of TVS. In this system we collect no personal data – only company data.

Data concerning contact-persons at our customers and suppliers is stored in the following systems:

- Microsoft Outlook mailprogram (not a "sky / cloud" solution).

TVS internal server, with access only from the TVS office. There is no remote access via the internet. Backup of files is stored in locked safe. TVS has no type of sky / cloud storage. The server is in a locked safe.

Personal data for employees at TVS is stored in the following systems:

Current wage system

TVS's internal server

Data in paper form:

Copies of various receipts or papers from customers and suppliers, which might contain personal data are stored in locked office. The office is under constant surveillance during opening hours.

The personal data, which might be in paper form only contains:

First-, middle- and family-name for contactperson.

Adresse

Mail address and / or telephone-numbers.

How do we handle data, which are no longer in use:

The collected data is stocked for as long time as it is relevant for TVS. Information, which has not been relevant for 24 months, is erased from the systems, where it has been stored.

Old mail-correspondance with contact-persons who are relevant for TVS is not erased unless it has been communicated in writing from the person involved.

Copies of delivery-documents containing personal data are shredded and disposed of after a period of 12 months.

The persons whose data we store. What rights do the persons have:

At any time all persons from whom we have collected data can contact TVS to have their information erased, when the data is no longer relevant. Contact can be made in writing per mail on tvsv@tvsv.dk

”Cookies” on our website:

TVS has the website www.tvsv.dk which is hosted by DanaWeb. We use “Cookies” and it is happening under the following conditions:

What is a ”cookie”?

Cookies are small text-files, stored in your browser, which make it possible for us to see that your computer, smartphone, I-Pad or similar has visited this website.

These cookies might have many various purposes and might for example be used to remember preferences and to make statistics on your visit and other visitors.

Summary of the website's use of cookies

Necessary Cookies

Some cookies are necessary to enable the website to deliver a command, which you have specifically requested. It could be a login.

Cookies concerning your preferences

These types of cookies are meant to ensure that you get the best imaginable experience here on the website. It can be cookies which remember your navigation on the website, choice in boxes or the like. None of this collected information can identify you personally.

Cookies for optimisation and ongoing performance

These types of cookies are used for instance to gather statistic about traffic to and from the website. Only to a limited extent this data can identify you as a user. This data is not used however concerning the individual user.

Among other things the data here is used in connection with our use of Google Analytics, MetaTraffic or other analysis-programms. This information goes to servers which might be placed in Denmark as well as abroad. You can deselect cookies from Google Analytics here: <http://tools.google.com/dlpage/gaoptout>

You reject cookies this way

By changing the settings in your browser you can reject cookies on your computer. How you change the settings in your browser depends on which browser you use. If you chose to set your browser not to receive cookies, you must be aware of the fact that you might miss out on functions and alike on the website. These will not work in that case.

You delete cookies this way

If earlier you have accepted cookies, they can also be deleted. This is also done in the settings to your webbrowser.

Facebook:

TVS has a Facebook page, which is used to communicate company information. TVS does not collect personal data in addition to what Facebook is responsible for. No further information about the persons who choose to follow TVS on Facebook is registered. Specification of Facebooks handling of personal data can be found on their website.

By contests on Facebook TVS is asking about name and address for potential winners, but this information is not stored after use. The information is only used in connection with delivery of possible prizes.

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