
Privacy Policy

How we treat your personal information

Below we describe how Repus Ventilation ("Repus", 'we' or 'us') process your personal data. Our privacy policy describes the types of personal data we may have to process and to what end. We also explain our personal data processing and the choices and rights you have in relation to it. We therefore kindly ask that you read our privacy policy carefully and get acquainted with its contents.

Personal data controller

Please note that this privacy policy concerns the processing of personal data for which we are the personal data controller. This means we are responsible for handling and processing your personal data. It also means you should turn to us with questions or comments, or if you wish to exercise any of your rights in relation to our handling of your personal data.

Personal data and personal data processing

All types of information that is directly or indirectly attributable to a living natural person is counted as personal data. Personal data processing refers to anything that happens to personal data. Any operation performed on personal data such as collection, recording, organising, structuring, storage, modifying or changing, retrieval, reading, use, disclosure by transfer, publishing or otherwise making available, adjustment or combining, limiting, erasing or destruction, whether those operations are automated or not, constitutes processing. We process personal data about you if you:

- are a Repus customer
- are a Repus supplier
- are included in Repus' recruitment process or seeking internship
- are a stakeholder or potential Repus customer
- are trying to reach someone through our office telephone number
- have registered for newsletters from us

We may have to handle the following personal data that may refer to you:

- name
- position/role
- address
- email address
- telephone number
- username
- order information or information concerning matters and equipment we are responsible for
- IP address
- organisation number for trading partnerships and sole proprietorships (personal ID number)
- other information provided by you during your contacts with us

The personal data about you that we may collect and process if you seek employment or an internship with us is:

- name
- address
- email address
- telephone number
- personal ID number
- driving licence

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- language skills
 - previous and current employment
 - education and training

The purpose of the processing and its legal basis

We process your personal data for the purpose of administering our customer relations, the purchase and delivery of goods, the provision of support and the marketing our goods and services. Processing is performed on the basis of its being necessary to enable us to enter into and fulfil our agreement with you and for our legitimate marketing interests. The information also helps us analyse, adapt and improve our service offering and communications to you. Repus emails newsletters to customers. To enable us to send emails, you must register an email address with us. In certain cases, if you are a journalist or have some other interest in Repus' operations and services, the newsletter may also be sent to you, should you so wish. Then you may choose to indicate whether you represent a company, are a private citizen, a journalist or other interested party. We do this in order to send you information that is as relevant as to you possible. You may unsubscribe at any time, whereupon your email address will be deleted from the mailing register. If you are seeking employment or an internship at Repus, we process your personal data for the purpose of carrying out the recruiting process or awarding internships in an appropriate manner under current legislation. If you have an application in the recruitment process, you must provide your express consent to the processing of your personal data. This clearly specifies the way in which your personal data is processed, how you can change it, remove it and how you can withdraw your consent. Without the applicant's consent, it is not possible to apply for the position/internship.

Retention of personal information

We store your personal data for as long as necessary in order to fulfil the purpose of the processing. We always process your personal data for the time period and to the extent required under law. Insofar as your personal data is no longer necessary to fulfil the purpose of the processing, or the processing for some other reason is no longer allowed, your personal data will be anonymised or erased. Should the customer relationship with us cease, we will store your name, address, email address and telephone number for marketing purposes for a maximum of five (5) years following cessation of the customer relationship. Personal data in application and recruitment documentation will be saved for max two (2) years. With regard to press contacts, data will be erased when you unsubscribe from press information mailings. In the case of information about amendments, or at least once (1 time) per year, Repus reviews the list and reconsiders whether the contact is still relevant or must be removed from the system.

Links to other web sites and services

Our website should not contain links to other websites that we do not make use of. Some of our links may give you access to third party services. Such services have agreements with Repus.

Recipient

We do not sell, trade, or otherwise transfer your personal information to third parties. We may disclose your personal information to our personal data processors, e.g. companies that provide our e-commerce platform, invoice administration or IT and cloud services. Where this is the case, a personal data processor agreement is included that makes sure your personal data is only processed in accordance with this privacy policy. When necessary, in cases where such a third party is located outside the EU, we use the EU Commission's standard agreement to protect the individual's private life and guarantee a satisfactory level of protection. Personal data may be disclosed by Repus as necessary to comply with applicable legal requirements or requirements from authorities in order to protect Repus' legal interests or to detect, prevent or draw attention to fraud and other security or technical problems.

Protection of information

You should always be able to feel safe when providing your personal information to us. Repus upholds a high level of security for your personal information and takes appropriate technical and organisational security measures to protect your personal data from unauthorised access, modification, disclosure or destruction. For example, we use encryption to protect sensitive information transmitted via the internet.

Only employees engaged in specific work have access to identifiable personal information. The IT systems used to store identifiable personal information are kept in a secure environment.

Your rights

Repus is responsible for ensuring that your personal data is processed in accordance with applicable legislation. Repus will, upon your request or its own initiative, correct, de-identify, erase or supplement data that is found to be incorrect, incomplete or misleading. You have the right, under the provisions of applicable personal data legislation, to request access at any time to the personal data processed about you, to demand erroneous personal data be corrected, that Repus stop processing your personnel data and delete it, that the processing of your personal data be limited, to exercise your right to data portability and object to the processing of your personal data. In such cases, kindly contact Repus at the address provided below. You also have the right to lodge complaints with the Swedish Data Inspection Board at any time if you believe your personal information is being processed in breach of applicable data protection legislation.

Change of privacy policy

Repus may from time to time make changes to this privacy policy. The latest version of the privacy policy is always available on the Repus website.

Contact information

If you have questions about this privacy policy, the processing of your personal data or if you wish to request a transcript, kindly contact us at the email address below:

info@repus.se