

# Privacy Policy

QBNK Company AB

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## 1. About this policy

QBNK Company AB ("QBank") gives high priority to protecting and respecting your privacy. This privacy policy ("policy") explains which personal data we process and for what purpose, as well as the choices that you have. The policy is based on the General Data Protection Regulation (GDPR).

## 2. When does this policy apply?

This policy describes the processing of personal data for which QBank is the controller of personal data. This processing means, for example, that we process your personal data when you log in and use our services. Processing also includes other information such as your contact details and payment data to enable us to send you an invoice. As a customer of QBank, you have the right to use our services. When you use our services, you or your organization are responsible for all processing of personal data which takes place in the services. This applies, for example, when you upload and share images, videos or other material. We therefore urge you to examine carefully the policies and guidelines for personal data processing used in your organization before your process personal data in our services.

## 3. Why do we need your personal data?

We process your personal data to provide our services, to comply with relevant agreements with you and otherwise to administer our commercial relationship with you. Personal data is also processed to provide you with news, information and marketing relating to our services. We may also process personal data to improve and develop our website and our services.

## 4. What personal data do we collect?

We collect your personal data when you register for and/or use our services, register for our newsletter, and when you contact us.

This data includes:

- Your name and your contact details,
- Authentication data,
- Payment information,
- Information about your use of our services,
- Information about your technical device,

- The content of documents and communications which you upload to our services, and
- Other information which you hand over to us.

## 5. How do we use your personal data?

We use your personal data mainly to provide you with our services and to invoice you or your organization for use of the services.

In addition, we use your personal data to:

- Verify your identity,
- Adapt and improve your user experience,
- Inform you about important changes,
- Secure our website and our services,
- Develop new functions for our website and our services,
- Analyze use of our website and our services,
- Inform you about our products and services (with your consent).

## 6. Who do we share your personal data with?

We only share your personal data with parties outside QBank if it is necessary to comply with relevant agreements with you and otherwise to administer our commercial relationship with you. We may also share your personal data with service providers or representatives which work on our behalf. These include service providers who provide support or assistance to protect and safeguard our systems and services. In such cases, the service provider or representative complies with our requirements for privacy and confidentiality, and they are not permitted to process your personal data for any other purpose than that described above.

We may also share your personal data if this is required to perform or satisfy business transactions, legal obligations, statutory requirements or court decisions. All other sharing of your personal data takes place only with your personal consent.

## 7. How long do we keep your personal data?

We store your personal data as long as it is necessary to:

- Comply with relevant agreements with you,

- Perform legal obligations,
- Resolve disputes,
- Execute our agreements, and
- Perform other necessary purposes.

If you cease to use our services, your personal data and all other information associated with your account will be deleted within six months. However, there may be some delay before all personal data and information are deleted from our servers and stored back-up copies.

If you opted out from our email marketing and you are not a customer, we will delete your personal data, at the latest, six months from opt-out.

## 8. Integration with other services

If you have linked your user account with another service, for example, Facebook or Dropbox, we may share certain personal data with the service provider. In this case, we limit the shared personal data to what is necessary to enable the link. We urge you to examine carefully how these service providers process your personal data before you link these services to your user account.

## 9. Transfer of personal data outside your country

We may transfer your personal data to countries outside the EU/EEA. In these transfers, we undertake appropriate security measures to ensure that this policy and current law are complied with. These protective measures guarantee the same high level of protection for the transferred personal data as within the EU/EEA.

## 10. Cookies and similar technologies

We use cookies (small text files placed on your unit) and similar technologies to provide our website and our services. These technologies also help us to collect certain personal data from you. Personal data helps us understand how you use our website and our services, which facilitates our development and improvement work. Here you can see a list of all the cookies our website uses - [www.qbankdam.com/en/cookies](http://www.qbankdam.com/en/cookies).

These cookies belong to Hubspot and provide us with statistics and information about how you use our services. You can choose not to have these cookies when you visit our website for the first time. You can also choose an opt-out cookie for Hubspot. Furthermore, you can change the settings for cookies and similar technologies in your web reader. Some web readers also offer the possibility of changing the settings so that you receive a warning when a website attempts to send a cookie to your computer. You can read more about how you change your settings on [www.youronlinechoices.com](http://www.youronlinechoices.com).

## 11. Your rights and your choices

### 11.1 Obtaining access to your personal data

You have the right, free of charge, to obtain an extract of the personal data that we process about you. To request your personal data, please send a signed request by post to [the address below]. You can also scan a request and send it to [privacy@qbank.se](mailto:privacy@qbank.se).

### 11.2 Correcting your personal data

We correct and update your personal data at your request or if we become aware that certain personal data is no longer correct. If you wish to correct or update your personal data, please contact us at [privacy@qbank.se](mailto:privacy@qbank.se) or at the contact details under the heading [Contact us].

### 11.3 Revoking your consent

If you wish to change what kind of information you receive from us, you can follow the instructions in our services and e-mail messages or send an email to [privacy@qbank.se](mailto:privacy@qbank.se).

### 11.4 Delete your personal data

At any given time, you can ask us to delete all your personal data. Send us a signed request and we will delete all of your data, unless needed to comply with agreements, legal obligations or other necessary purposes. A confirmation will be sent to you as it is deleted. Please send a signed request by post to [the address below] or a scan your request and email it to [privacy@qbank.se](mailto:privacy@qbank.se).

## 12. How do we protect your personal data?

We take care to protect your personal data. We use a number of security measures to protect personal data against unauthorized or not permitted processing and against accidental loss, destruction and damage. We store your personal data on encrypted computer systems with limited access in protected premises. We encrypt your payment details when we transfer them by internet. In addition, we comply with accepted standards for information security. By undertaking these security measures, we prevent your personal data being used for illegitimate purposes or being made available for unauthorized third parties and only employees with special authorization have access to the personal data you have entrusted to us.

## 13. Changes to this policy

This policy may be changed from time to time. We will not limit your rights according to this policy without your explicit consent. We will notify changes in policy on our website or via e-mail. We will also save previous versions of this policy in an archive so that you can read them.

## 14. Contact us

If you have a question that concerns technical or general support, you can contact us at [support@qbank.se](mailto:support@qbank.se). If you have a question about our processing of personal data or a question to our data processor, please contact us at [privacy@qbank.se](mailto:privacy@qbank.se) or at the address QBNK Company AB, Box 6019, SE-102 31 Stockholm, Sweden.