



## **Privacy policy for Quantafuel**

This policy is drafted to inform about Quantafuel's processing of personal data under the Personal Data Act 2018.

Our contact information can be found at the very bottom, together with contact information about the data processors we use.

### **1. Person of contact with existing and potential business customers**

We process information about existing and potential corporate customers for marketing, sales, administration, documentation, and follow-up reasons.

The processing of personal data is based on our legitimate interest which consists of the need to sell our goods and services. We also store and disclose information where we have a legal obligation to do so, for example, under the Bookkeeping Act and the Tax Administration Act.

It is voluntary for the person of contact if they want to provide us with contact information, but sometimes it is a condition for entering into an agreement that we receive the information we need. If we collect personal data from others, it will usually be contact information, position, function, and employer. The source of information will most often be the employer of the person of contact.

We may store information for as long as we believe it may be needed, for example, to document sales conditions.

### **2. Person of contact of existing and potential vendors**

We process personal data about the person of contact with existing and potential suppliers for preparation, administration, documentation, and follow-up reasons.

The processing of personal data is based on our legitimate interest which consists of the need to purchase goods and services. We also store and disclose information where we have a legal obligation to do so, for example, under the Bookkeeping Act and the Tax Administration Act.

It is voluntary for the person of contact if they want to provide us with contact information, but sometimes it is a condition for entering into an agreement that we receive the information we need.

We can store information if we believe it can be used, for example, to document the circumstances of purchases.

### **3. Employees**

We process personal data about our employees to manage our staff, organize our business, as well as to comply with legal requirements.

The processing of personal data is based on our legitimate interest as a result of us being an employer. We also process information because we are legally obliged to do so, for example, to disclose and store information under the Bookkeeping Act, the Tax Administration Act and the A-Disclosure Act. We need some information to fulfil our obligations in the agreement with our employees.



Employees must provide us with the information we need for the purposes mentioned above.

Information is stored with us in electronic and physical personnel folders. Information is available only to human resources and the immediate manager. Information about names and contact details is available to other employees. We keep information for the duration of the employment.

We provide ECIT and 247 Regnskap AS (our data processor) with the information necessary to manage the payment of salary, holiday pay, refunds, and other benefits, as well as reporting to public authorities on employment and income matters.

#### **4. Former employees**

We process personal data about former employees to document our compliance with duties as an employer should it become necessary. Information about former employees will also be stated in agreements, correspondence, and other documentation we store and use as part of our business.

The processing of personal data is based on our legitimate interest in documenting our case processing in the capacity of being an employer. We also process information because we are legally obliged to do so, for example, to disclose and store information under the Bookkeeping Act, the Tax Administration Act and the A-Disclosure Act.

We store information about personnel relationships for up to two years after the employment has ceased. Information that a person has worked with us and for how long, we will store indefinitely.

#### **5. Job seekers**

We process personal data about job seekers to assess whether they are suitable for the job they have applied for. The privacy of job seekers is handled via our data processor Talentech AS/Webcruiter.

The processing of personal data is based on our legitimate interest in hiring and in documenting the hiring process. It is voluntary to provide us with information. The information you choose to provide to us will have an impact on our assessment of the application.

We store information for up to one year after the hiring process has ended.

#### **6. Rights of the data subjects**

You can read about your rights as a data subject on the [Norwegian Data Protection Authority's website](#).

#### **7. Data Controller and Contact Information**

The data controller is Quantafuel ASA (Org. no. 915 119 484)

Our postal address is Lilleakerveien 2C, 0283 Oslo.

You can also contact us by email at [post@quantafuel.com](mailto:post@quantafuel.com)