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Privacy Notice Procedure

Contents

- 1. Background and purpose 2**
- 2. Audience 2**
- 3. Procedure statement 2**
 - 3.1 Main purpose of processing data 2**
 - 3.1.1 Employees 2**
 - 3.1.2 Customers, suppliers and stakeholders 3**
 - 3.2 Legal basis..... 3**
 - 3.2.1 Your rights 3**
 - 3.2.2 Complaints..... 3**
 - 3.3 Data retention..... 3**
 - 3.3.1 Sharing the personal data 4**
 - 3.3.2 Data transfer from EU/EEA 4**
 - 3.4 Cookies 4**
 - 3.5 List of controller and processor..... 4**
 - 3.6 Contact 4**
- 4. Responsibilities 5**
- 5. References 5**
- 6. Change log..... 5**

1. Background and purpose

To ensure that Linjemontage i Grästorps AB ("the Company") and its subsidiaries ("Linjemontage", "the Group") are complying with applicable laws and regulations and that the Group's values and desired ways of conducting business are communicated and followed throughout the entire organization, Linjemontage has developed several governing documents, including this procedure.

2. Audience

The procedure applies to all entities within the Group.

3. Procedure statement

Personal data includes all information that directly or indirectly can identify an individual. This includes details such as name, email address, phone number, photographs, and sensitive information like health status, financial status, and criminal records.

Linjemontage is committed to ensuring that personal data is processed lawfully, fairly, and transparently in relation to the data subject. This privacy notice outlines the purposes for which Linjemontage needs to process personal data and details how we manage this information.

This privacy notice applies to the processing of personal data for employees, customers, suppliers, and stakeholders, whether former, current, or potential, who interact with Linjemontage and its entities.

3.1 Main purpose of processing data

Main purpose of processing the personal data:

- Administration employee data (recruitment, salary, survey, resource planning, obligated information to the trade union, health, benefits, photo etc.)
- Administration customers-, supplier-, and stakeholders data (payments, contact register, survey, analyses, ratings, IP-address etc.)

Personal data that we process is:

- Personal identification information (name, e-mail, address, phone number, photo etc.)
- Sensitive personal information (criminal record, economic status, health status etc.)

3.1.1 Employees

Linjemontage processes personal data for recruitment, during employment, and sometimes after employment to manage relationships smoothly.

The processing is also necessary to fulfill contractual and legal obligations and to satisfy Linjemontage's legitimate interests.

Sensitive personal data will only be processed if there is a legal basis.

3.1.2 Customers, suppliers and stakeholders

Customers, suppliers, and stakeholders are often legal entities rather than natural persons. However, processing personal data is necessary to establish and maintain relationships. Linjemontage may also process personal data for potential customers and suppliers.

Processing personal data is necessary to complete agreements, manage deliveries, issue invoices, and conduct other transactions between Linjemontage and its customers or suppliers.

3.2 Legal basis

The legal grounds for processing personal data are either fulfilment of an agreement concluded between Linjemontage group company and you, legal obligation, the legitimate interest of Linjemontage or your consent.

In certain cases, Linjemontage has a legal requirement to collect certain information of its suppliers and other stakeholders and their representatives. These situations relate e.g. to anti money laundering and counter terrorism regulation, market abuse regulation, compliance breach reporting, reviewing of sanctions and other similar official lists and auditing.

Sensitive personal data will be collected and processed to meet security agreements under Swedish law "Säkerhetsskyddslagen" and Norwegian law "Sikkerhetsloven", for necessary background checks in critical positions, and for required health tests in the workplace.

3.2.1 Your rights

You have the right to withdraw your consent to the processing of your personal data at any time. If you withdraw your consent, we will discontinue the processing for which you have given your consent and erase the personal data processed solely based on the consent. You have the right to know what personal data we hold about you and how we process it. You may also request a copy of this information. Additionally, you can have inaccurate data corrected or completed. In some cases, you may request the erasure of your data if it is no longer needed for its original purpose.

You can object to the processing of your personal data, such as for direct marketing or when processed based on our legitimate interest. You can also restrict processing if the data is inaccurate. In some cases, you can get the personal data you provided in a structured, machine-readable format and transmit it to another controller if feasible.

3.2.2 Complaints

If you have any concerns about our processing of your personal data, you have the right to lodge a complaint with a supervisory authority, in Sweden Integritetsskyddsmyndigheten, in Norway Datatilsynet. You can also lodge a complaint with the supervisory authority in the country where you live or work.

3.3 Data retention

Personal data will be processed if it is motivated by the context. Often this is as long as there is an agreement between Linjemontage and the employee, customer, supplier etc.

Linjemontage retains personal data for predefined time periods such as needs to legislate requirements Linjemontage is subject to.

3.3.1 Sharing the personal data

Personal data may be disclosed to other companies within the Linjemontage group for purposes compatible with the processing purposes defined this Privacy Notice.

Linjemontage uses IT systems and software provided by third party suppliers. This means that these suppliers may process your personal data. However, the suppliers are data processors and may only process your personal information according to our instructions.

We do not sell, distribute or in other ways make your personal data available for third parties for commercial purposes without your consent.

3.3.2 Data transfer from EU/EEA

Some of the entities who receive personal data from Linjemontage or to whom Linjemontage has outsourced personal data processing functions are located outside of European Union and/or European Economic Area. In such situations, Linjemontage ensures that sufficient level of data protection is maintained with appropriate safeguards, e.g. by signing the EU Commission's model clauses with the party receiving the data. Linjemontage and the parent company's internal data transfers are governed with a contractual framework based on the EU Commission's model clauses.

3.4 Cookies

Linjemontage use cookies to provide functions, facilitate and ease the interaction on the webpage.

For this purpose, Linjemontage manage information related to your use of our website such as traffic, location, tracking and communication data. We also manage information about your devices used to access our website as well as technical information, including the type of device and operative systems.

3.5 List of controller and processor

Controller	Processor	Member state or Country
Linjemontage I Grästorp AB		Sweden
Linjemontage AS	Linjemontage I Grästorp AB	Norway
Linjemontage I Grästorp AB (Croatian branch)	Linjemontage I Grästorp AB	Croatia

Linjemontage I Grästorp AB is the main establishment for controlling personal data within the EU. Linjemontage AS is the controller in Norway and Linjemontage I Grästorp AB process the data according to Norwegian law Personopplysningsloven.

3.6 Contact

Questions and matters regarding this privacy notes, contact Linjemontage Data protection responsible at imgdataskydd@linjemontage.se

Linjemontage I Grästorp AB

Järnväggsgatan 20

467 40 Grästorp – Sweden

4. Responsibilities

The CIO holds ownership of this document, while the Data Protection Responsible ensures that its guidelines are followed.

5. References

- Linjemontage personuppgiftsregister (record of personal data)

6. Change log

Version	Description of change	Date
1 st	New procedure	2026-03-11