



# Integrity policy

Professional Parts Sweden collects and stores personal information about people interacting with us as customer or suppliers and those who subscribe to our newsletter through our website. Please read about how we handle the information in this policy.

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## What is personal information?

Personal information is any information that can directly or indirectly be linked to a living person. Typically social security numbers, names, and addresses. Even photos class as personal information.

## Which information do we collect?

Professional Parts Sweden only collects information necessary to follow through on business agreements and those purposes.

We store the following personal information:

- Name of the contact person
- Address
- E-mail address
- Phone number
- Social security number (in cases the corporate identity number is the same as the Social security number )
- Purchasing history and statistics

## Why we store the information

### Customer / Supplier

We store contact information to maintain our business relationship and make deals. To ask and answer various questions about shipments, order information, freights, product information and other business-related questions in general. Also to send newsletters and for marketing our products.

### Newsletter subscriber

As a subscriber to our newsletter, we only store your email address. It is only used for marketing our products and for customer survey purposes. We do not sell the information to third parties.

## How long do we store the information?

All personal information is stored as long as it is needed.

Customer information is stored as long as you are a customer to Professional Parts Sweden. Thereafter, 60 months after the business agreement has ended or since our last active dialog. An exception is made for information that is needed to keep by law. Like accounting records.

Supplier information is stored as long as you are registered as a supplier to us. Thereafter, 60 months after the business agreement has ended or since our last active dialog. An exception is made for information that is needed to keep by law. Like accounting records.

### Newsletter subscriber

We keep your email address stored until you cancel your subscription. You can easily unsubscribe at any time by following the link in our newsletter. This will remove your email address from our mailing list.

## **Third parties**

Professional Parts Sweden does not sell personal information to third parties. We only share it with our subcontractors who handle the information on our behalf. For instance, business systems and marketing software. We have a contract with every subcontractor, forbidding them to share the information with others. Professional Parts Sweden is responsible for your personal information and that it is safely stored.

If necessary, personal information might also be shared with authorities to fulfill legal obligations.

## **Rights and contact information**

Professional Parts Sweden is responsible for handling your personal information in accordance with existing law.

According to law, you have the right to demand access to, correction of, or to delete your personal information. Limit the use and object to your personal information. Also to get your information exported in a structural format.

If you believe Professional Parts Sweden does not handle your information in accordance with existing law, you can make a complaint to Datainspektionen.

If you want your personal information exported it should be done by a signed request to our contact information below.

## **Cookies**

Professional Parts Sweden uses cookies on every webpage to gather information about user activity and maximize customer experiences. We also use it for statistics purposes.

A cookie is a small text file that gathers information about your browsing and is stored on your computer. It contributes to increased customer experience and remembers previously made decisions, like products put in your shopping cart.

If you do not want Professional Parts Sweden to collect information about your browsing activity on the site. Turn it off in your browser.

## **Safety & Security**

Professional Parts Sweden has taken necessary safety measures to protect your personal information from unauthorized access. We have clear guidelines on how personal information is handled by our organization and we minimize the risk of error-handling by limiting the number of people having access to it.

## **Policy changes**

Professional Parts Sweden has the right to make changes to this policy at any time. The updated version is always published at proparts.se. Therefore, to keep updated, we are recommending you to go through these conditions periodically. Significant changes are also notified by e-mail if we have it stored.

## Contact information

If you have any questions about our integrity policy or any other questions, we welcome you to contact us at

Professional Parts Sweden AB  
Fågelviksvägen 9b  
145 53 Norsborg

E-mail: [info@proparts.se](mailto:info@proparts.se)  
Tel.nr: 08 556 200 30