



Privacy Policy

(Last update 30. April 2019)

Information about personal data for customers and suppliers in connection with the General Data Protection Regulation of May 25, 2018.

Here you can find information on how we handle and process personal data for customers and suppliers in connection with agreements that are or will be made with Greenwood Company A/S (hereinafter referred to as GFW) – CVR no. 2596 19 19.

General

Through your agreement with GFW, personal information about you is collected. These guidelines are prepared based on the EU General Data Protection Regulation, which came into effect in Denmark on May 25, 2018, as well as the new Danish Data Protection Act that data complements the rules in protection regulations and the current personal data law (collectively referred to as "applicable legislation"). Below, you can read about the information collected, including how the information is processed, what it is used for, who has access to the information, and who to contact if you have questions or objections regarding the collected information.

What information do we store?

GFW processes your personal information when you enter into an agreement with us. We only collect and record ordinary personal information about you as an individual. Information regarding the name, address, etc., of stock and/or limited liability companies does not concern a physical person and is therefore not covered by the personal data regulation. The personal information we collect is used to identify you as a customer or supplier and to provide and invoice for the services you have purchased from us. We collect the following information: Company name, first name, last name, address, any alternative delivery address, email address, and phone number. Personal information collected in connection with the fulfillment of the agreement will be stored in our IT system and/or in a physical register.

We do not collect or record sensitive personal information such as race, ethnic origin, political beliefs, religious or philosophical beliefs, health information, sexual matters, or sexual orientation, etc.

How long do we store personal information?

When you purchase a service from GFW, we need your personal information for documentation purposes until the service is paid for and delivered, any withdrawal period has expired, and the payment deadline has passed. During the ongoing contractual relationship, the information we have collected about you is stored in our IT system. Your personal information will, as a general rule, be kept at GFW for a minimum



period of 5 years from the end of the fiscal year to which the material relates, in accordance with applicable regulations. For example, if the agreement with you ended in November 2017, and the fiscal year follows the calendar year, we are obliged, according to applicable rules, to retain the information until at least the end of 2022.

We use personal information for what purposes?

The personal information we collect about you in connection with the fulfillment of our agreement is primarily used for general customer/supplier administration, including, for example, fulfilling the agreement you have entered into with GFW and sending invoices. As a general rule, the information will not be disclosed to third parties. However, your basic contact information may be disclosed to our partners if we need their assistance in fulfilling the agreement—read more under the transfer of personal data. Additionally, we may process your information if the processing is necessary for GW (or a third party) to pursue a legitimate interest, unless your interests take precedence.

Transfer of personal data

We only transfer personal data to a third party if it is relevant to the business transaction.

Delivery from warehouse

Your email, phone number, first and last name, as well as delivery address, are provided to our shipping companies responsible for delivering your order. The shipping company retains the delivery receipt for 12 months. The shipping company may use your email address and/or phone number to contact you regarding your delivery if necessary.

Direct deliveries

In cases where direct deliveries are used from our manufacturers, all relevant information (company name, contact person, address, phone number) is disclosed to facilitate the delivery.

Payment processing

We provide services to the customers of our business partners. In this context, we transfer information that we have made a delivery to a named individual with the corresponding address. The business partner uses this information to carry out invoicing.

Access, correction, and deletion of your personal data stored with us

You can at any time obtain information about or correct the personal data we have about you by contacting us, and you have the right to object to our processing of your personal data. You can also revoke your

consent to the processing we carry out with your consent at any time. You have the opportunity to complain about our processing of your personal data if we do not uphold your objections. The complaint should be sent to the Data Protection Agency – see further details under Contact.



We keep your personal data for as long as we have a collaboration with you. If the customer-supplier relationship ceases, we keep your personal data for as long as we are required to do so by law, including accounting legislation, usually 5-10 years.

Please note that if GFW is obliged to retain the information in accordance with applicable law, you cannot demand that your personal data be deleted.

Protection of personal information

Your personal information is stored securely and confidentially. We store the personal information you provide in GFW's IT system and/or in a physical registry.

Changes in the processing of personal information

We reserve the right to update and modify these guidelines for the processing of personal information. If the guidelines change, the 'last updated' date at the bottom of the page will be revised. These guidelines are evaluated and, if necessary, revised annually.

Contact

If you wish to access the information recorded about you at GFW, please contact us via email: sales@greenwoodfinewine.dk. If incorrect data is recorded or if you have other objections, please contact the same place. You have the opportunity to gain insight into the information that is recorded about you.

If you wish to complain about GW's processing of your personal information, you can do so by contacting the Data Protection Agency:

Datatilsynet Borgergade 28, 5
1300 København K
Tel.: +45 33193200
E-mail: dt@datatilsynet.dk