



Data controller and contact person

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Description of processing activities

This privacy notice provides a written description of how we process personal data in accordance with the EU General Data Protection Regulation (GDPR), Regulation (EU) 2016/679.

It explains how we collect and process your personal data on our website and in connection with our other services.

Why and how do we use your personal data?

We use your personal data:

- where you have given us your consent or where processing is necessary to provide the services you have requested;
- where processing is necessary to exercise or comply with legal rights or obligations;
- for ordinary business purposes such as those described in this privacy notice; and
- for customer communications, services and enquiries.

What personal data do we collect?

Certain information is collected, stored and processed from users of our services. We only collect personal data that is necessary for the relevant purpose.

How long do we retain your personal data?

We retain your personal data only for as long as it is needed for the purposes for which it was collected or for as long as we are legally required to retain it.

After the applicable retention period, the data will either be deleted or anonymised so that you can no longer be identified from it.

Personal data may be processed and retained for different periods depending on its purpose. You may also request the deletion of your personal data at any time, subject to applicable legal requirements and exceptions.

How do we keep your personal data secure?

Protecting your personal data is an important part of our operations, and we use commonly accepted methods and safeguards to protect the information we process.

Physical documents are stored in locked premises. Access to electronic documents is restricted to authorised persons and the data is protected using appropriate measures, including passwords and firewalls.

Where is your data stored?

Your personal data is stored securely in our databases and on our company's computers.

Your data is processed only by parties that provide appropriate contractual safeguards for the personal data they process.

How is your data used for advertising?

We do not disclose your personal data to parties outside our company, nor do we transfer your personal data to third countries or international organisations.

Your personal data is not used for advertising by parties outside our company.

Do we use cookies or similar technologies?

We use cookies and similar technologies to help us provide, optimise, customise and analyse our services and for our company's marketing purposes.

You can choose whether to accept or reject non-essential cookies.

When is your data shared with or collected by third parties?

We share your personal data only when this is necessary for conducting business with you, providing services to you or complying with our legal obligations.

Articles and other content on our website may include embedded content, such as videos, images and articles. Accessing embedded content from another website is comparable to visiting that third-party website directly.

These third-party websites may collect information about you, use cookies, embed additional third-party tracking technologies and monitor your interaction with the embedded content. This may include tracking your interaction with the embedded content if you have an account with and are logged in to the third-party website.

We are not responsible for the privacy practices of third-party websites linked to or embedded on our website.

Online services

We reserve the right to use services such as Google Analytics to develop and improve our website and for marketing purposes.

Your right to access and delete your personal data

Upon written request, you have the right to obtain information from the data controller about the personal data stored about you, subject to applicable retention periods and legal requirements.

You may also request the deletion of your personal data.

Please note that the right to erasure does not apply to personal data that we are required to retain for administrative, legal or security purposes.

Where necessary, the data controller will correct inaccurate or incomplete personal data upon written request.

Changes to this privacy notice

We reserve the right to make changes to this privacy notice when necessary. We also review this notice annually to ensure that it remains up to date.

When changes are made, the latest version will be published on our website.

This privacy notice was last reviewed on 22 August 2026.