



## Privacy Policy

KSS Shipyard & Engineering has data responsibility of any information we collect about you, and we ensure that your personal data is processed in compliance with legislation.

We are committed to protecting your data, and as such, we have adopted this privacy policy, which explains how we process your personal information.

### Contact information

*You may direct any enquiries regarding our use of your personal data to:*

KSS – Klaksvíkar Sleipistøð Pf.

Kósaskákið 3, FO-700 Klaksvík

Tel.: +298 472030

Email: kss@kss.fo

## How we use your personal data

Personal data is all types of information that can be used to identify you. If you do not want us to collect and process your data, it may be difficult for us to manage and keep potential agreements with you.

### Potential customers

If you wish to become our customer, we need you to supply us with the following information:

- Name
- Address
- Email address
- Telephone number

We collect our customers' personal information for the following purposes:

- Potential future collaborations or purchases
- To manage communication
- Other potential matters

The data is collected based on the following lawful basis for processing:

- The legitimate interest of the company, which is to provide you / your business with a service. This makes it necessary for us to use the mentioned personal data. We assure you that our legitimate interests do not outweigh the rights of our registered customers.

The data is stored for as long as regulations allow, and we delete the data when it is no longer needed. How long we store your personal data depends on the information and why we have stored it. Generally, we delete our customers' personal data when business has concluded, or communication is no longer deemed relevant.



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## Customers

If you wish to be our customer, we need you to supply us with the following information:

- Name
- Address
- Job title
- Email
- Telephone number
- VAT number (organisation or firm)
- Country of registration
- Bank information.

We collect our customers' personal information for the following purposes:

- To process your purchases and our services
- To manage communication

Personal data is collected on the following lawful basis for processing:

- The information is processed to keep an agreement (Data Protection Act §8, subsection. 1, no. 2)

We store your information for as long as regulations allow, and we delete it when it is no longer needed. This duration depends on what the information is and why we have stored it. Generally, we delete customers' personal information after business has concluded or when communication is no longer deemed relevant.

- Information about customers is usually deleted 5 years after agreements and communications have concluded.

## Suppliers and collaborators

If you wish to be one of our suppliers or collaborators, we need you to supply us with the following information:

- Name
- Address
- Email address
- Telephone number
- VAT number (organisation or firm)
- Account number

We collect our suppliers' and collaborators' personal data for the following purposes:

- To process our purchases and services
- To manage communications

The personal data is collected and processed on the following lawful basis for processing:

- The information is processed to keep an agreement (Data Protection Act §8, subsection. 1, no. 2)



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Your information is stored for as long as regulations allow, and we delete the information when it is no longer needed. This duration depends on what the information is and why we have stored it. Generally, we delete customers' personal information after business has concluded or when communications are no longer relevant.

- We delete information about suppliers when the guarantee for purchased products expires, or 5 years after collaborations and communications have concluded.

### Job applications/applicants

When we receive a job application and enclosed documents, the respective manager reads all documents to respond to the application and evaluate its contents with regards to the position applied for. Our legal grounds for processing the application is the legitimate interest of the company.

The application and enclosed documents are only shared internally with members of the hiring committee and are not forwarded to people outside of the company.

We base our use of personal information during the hiring process on the following lawful basis for processing: "legitimate interests."

We store all applications and enclosed documents until the right applicant has been found and the hiring process has concluded. If an applicant has not been hired for the position, their application and enclosed documents are deleted when the hiring process has concluded.

Regarding unsolicited applications that are received when there is no job opening available, we either send a letter of rejection immediately and delete the application, or we save the application and its enclosed documents for a maximum of 6 months. Every year on February 1st and August 1st, we delete applications unless special consent has been given from applicants.

If we wish to save the application and enclosed documents for more than 6 months, applicants must first give their consent to this.

As an applicant, your consent is voluntary, and you can withdraw it at any time by contacting us. Use the contact information previously mentioned if you need more information.

## Further information on how we process data

### Safety

We have taken appropriate technical and administrative measures to ensure that your personal data is not accidentally or illegally deleted, published, lost, decreased in value, accessed by unauthorised persons, abused, or is used in a manner that is not in compliance with the law. Our data controller ensures that we can only use your data when all safety measures for data are done in compliance with the Data Protection Act, § 7

- A firewall protects our information resources
- Malware detection has been installed, and anti-malware systems are updated regularly
- Information resources are regularly checked and backed up.
- Access to personal data is based on distinct user IDs and individual passwords.

### Data minimisation

We only collect, process, and store personal data that is necessary to achieve our established aims. Additionally, we may be legally obligated to collect specific data that is relevant to our commercial activities. The different types of personal data we use are determined by the necessity to fulfil agreements or comply with further legal obligations.

### Updated data

Our services depend on your data being correct and updated, and we ask that you inform us of any



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significant changes to your data. You can use the contact information mentioned earlier to notify us of any changes in this regard, and we will make sure to update your personal data. If we become aware of your personal data being incorrect, we will correct it and inform you of this.

### Disclosure of your information

We use several third-party platforms for hosting and processing data. These include suppliers of IT solutions, banks, authorities such as TAKS, etc. These third parties only process the information for us and are not using it for their own purposes. However, in some cases, the data is disclosed to banks, debt collectors, lawyers, carriers, etc.

We only use EU data processors with the required safety measures and companies in countries that can provide adequate data protection security.

KSS has a Facebook page, and you can access the privacy policy of Facebook [here](#)

## Your rights

- You are entitled to at any time be informed of what personal data about you we are using, where it comes from, and what we use it for. You are also entitled to be informed of how long we store your personal data and which third parties in the Faroe Islands and abroad we disclose your data to.
- If you wish, we can inform you of or supply you with the personal data we use. However, our authorisation to release some data may be limited to protect the privacy of others, business secrets, and immaterial rights.
- If you think that the personal data that we process about you is incorrect, you have the right to have the data corrected. In this case, you must contact us and tell us what the error is and how to correct it. We ask that you communicate your corrections precisely, as it may otherwise become difficult for us to update the information, which in some cases may lead to us not being able to make the required corrections.
- In some cases, we are required to delete your personal data, e.g., if you withdraw your consent. If you think that your data is no longer necessary to achieve the goal for which we collected the information, you can ask to have the information deleted. You can also contact us if you believe that your personal data is being processed in a way that does not comply with the law or other legal agreements.
- You have the right to direct complaints to The Data Protection Authority ([www.dat.fo](http://www.dat.fo)):

Dátueftirlitið  
Tinganes  
PO Box 300  
FO-110 Tórshavn  
Tel.: (+298) 309100 Email: [dat@dat.fo](mailto:dat@dat.fo)

- You have the right to forbid us from processing your personal data. You can also forbid us from forwarding your data to marketing. You can use our contact information previously mentioned to send your complaint. If your complaint is legitimate, we will stop processing your personal data.
- You have the option of using data portability if you want your information transferred to a different data controller or data processor.
- We delete your personal data when it is no longer needed for the purpose that it was collected for.

When you contact us with a request to correct or delete your personal data, we check to see if your request meets the requirements, and we will make the requested corrections or delete the data as soon as possible.

You can make use of your rights by contacting us. Our contact information can be found at beginning of the document.



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