



## Table of Contents

### 1. What's in this policy?

#### 1.1 What is privacy?

### 2. What information is collected?

#### 2.1 Why do we process your data?

### 3. Information security

### 4. Individual privacy rights

### 5. Sharing of information with third parties

### 6. Changes to our Privacy Policy

### 7. Legal disclosure

### 8. Contact

## **1. What's in this policy?**

When you register your company through Intermediary, you give the company access to your information. The [website](#) is owned by Intermediary AS which is the data controller of your personal data. This means that it is Intermediary AS which determines the means and purposes of processing the personal data.

The privacy policy tells you:

- What information we collect about you

- How we collect the information
- How the collected information will be used and what the collected information will be used for
- How we secure the collected information
- What your individual privacy rights are
- Legal disclosure
- Contact information

### **1.1 What is privacy?**

Privacy is about ensuring that we all have equal opportunities to make decisions about the information which relates to us personally. It is a fundamental right to be able to live our private lives in peace and to influence the dissemination and use of any information about ourselves.

### **2. What information is collected?**

When you visit the [website](#), we automatically collect certain information about your device. This information includes your web browser, IP address, time zone, individual web pages, products that you view, the websites or search terms referred you to the website as well as how you interact with the website, your name/surname/address, payment information, email address, telephone number, city of residence, organization.

Additionally, as you browse the website, we collect information about the individual web pages or products that you view, what websites or search terms referred you to the website as well as how you interact with the website. This automatically collected information is called “device information”.

Information collected automatically is only used to identify potential cases of abuse, as well to establish statistical information regarding website usage. The statistical information is not aggregated in such a way that it would identify any particular user of the system.

Other personal data, which could be collected, is the data you have provided to us, including, but not limit to, your name, surname, address, payment information et cetera. This information is provided during the registration, so that we can be able to fulfill the agreement.

You can visit the [website](#) without providing personal data. However, if you wish to use some of the website’s features, or wish to receive our newsletter providing other details, by filling out a form, you may provide personal data to us, such as your email, first and last name, city of residence, organization, telephone number et cetera.

You can choose not to provide us with your personal data, but then you won't enjoy some of the advantages of the website's features, including contacting us directly from the website.

Users who are uncertain about what information is mandatory are welcome to contact us by sending an e-mail to: [contact@intermediary.no](mailto:contact@intermediary.no).

## 2.1 Why do we process your data?

Our top priority is to ensure and provide customer data security. This means that we only process the amount of information necessary to maintain the website.

## 3. Information security

The information you provide will be secured in a controlled environment, protected from unauthorized access, use or disclosure. We keep reasonable administrative, technical, and physical safeguards to protect against unauthorized access use, modification, and personal data disclosure in its control and custody. However, no data transmission over the internet or wireless network can be guaranteed.

## 4. Individual privacy rights

As an European resident you have the right to

- **Information** about the processing of your personal data;
- **Obtain access** to the personal data held about you.
- Ask for incorrect, inaccurate or incomplete personal data to be **corrected**.
- Request that personal **data be erased** when it's no longer needed or if processing it is unlawful.
- **Object** to the processing of your personal data for marketing purposes or on grounds relating to your particular situation.
- Request the **restriction** of the processing of your personal data in specific cases;
- Receive your personal data in a machine-readable format and send it to another controller ("**data portability**")
- Request that decisions based on **automated processing** concerning you or significantly affecting you and based on your personal data are made by natural persons, not only by computers. You also have the right in this case to express your point of view and to contest the decision.

If you would like to exercise these rights, please contact us via e-mail: [contact@intermediary.no](mailto:contact@intermediary.no).

Additionally, if you are a European resident, we note that we are processing your information in order to fulfill contracts we might have with you, for example, if you make an order through the website, or otherwise to pursue our business interests.

If you have concerns about our processing of your personal data, you are entitled to lodge a complaint to the supervisory authority (Datatilsynet), but we hope that you contact us first, so that we may provide answers and correct any misunderstandings.

## **5. Sharing of information with third parties**

Please note that your information might be transferred outside of Europe, including Canada and the United States. Our website may contain links or other websites that are not owned or controlled by us. We are not responsible for such websites or third parties' privacy practices. We encourage you to be aware when you leave our website and read the privacy statements of each website that may collect personal information.

## **6. Changes to our Privacy Policy**

We may change this Privacy Policy from time to time when deemed necessary. You will always find the latest version of our Privacy Policy on our website.

## **7. Legal disclosure**

Any information collected, used or received, will be disclosed if required or permitted by law, including compliance with a subpoena or similar legal process, or when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or safety of others, investigate fraud, or respond to a government request.

## **8. Contact**

Find out more and contact us about your rights by sending us an e-mail, use the following address: [contact@intermediary.no](mailto:contact@intermediary.no).

Please feel free to contact us if you have any questions, comments or would like to exercise your rights, including the right to withdraw your consent. We will respond to your inquiry as soon as possible and typically within one month at the latest. You can use the following contact details: Intermediary AS, c/o Randaberg Regnskap, Torvmyrveien 26, 4070 Randaberg, Norway, e-mail: [contact@intermediary.no](mailto:contact@intermediary.no).