

Privacy statement for Kvitåvatn Fjellstue AS

In the following, we will describe how we process personal data in accordance with the 2018 Act relating to the processing of personal data.

You will find our contact information at the end of the privacy statement, as well as contact information for the data processors we use.

1. Existing and potential corporate customers

We process information about our contact persons with existing and potential corporate customers for purposes of marketing, sales, administration, documentation and follow-up.

The processing of personal data is based on our legitimate interest, which consists of our need to sell our goods and services. We also store and disclose data in cases where we are legally obliged to do so, for example pursuant to the Bookkeeping Act and the Tax Administration Act.

It is voluntary for corporate customers to give us contact information, but it is a condition for entering into an agreement with us that we receive the information we need. Such information will only be contact information and information about nationality.

We can store information for as long as we think we may need it, for example to document matters relating to sales.

2. Contact persons with existing and potential suppliers

We process information about our contact persons with existing and potential suppliers for purposes of preparations, administration, documentation and follow-up.

The processing of personal data is based on our legitimate interest, which consists of our need to buy goods and services. We also store and disclose data in cases where we are legally obliged to do so, for example pursuant to the Bookkeeping Act and the Tax Administration Act.

It is voluntary for contact persons to give us contact information, but it is sometimes a condition for entering into an agreement with us that we receive the information we need.

We can store information for as long as we think we may need it, for example to document matters relating to procurements.

3. Employees

We process our employees' personal data in order to manage our staff, organise our activities and comply with statutory requirements.

The processing of personal data is based on our legitimate interest in our capacity as their employer. We also process data because we are legally obliged to do so, for example to disclose and store data pursuant to the Bookkeeping Act, the Tax Administration Act and the Act relating to employers' reporting of employment relationships and income. Some data we have to process to meet our commitments set out in our agreement with the employees.

Employees are obliged to give us the information we require for the purposes mentioned above.

The data are stored at our premises in electronic and physical personnel folders. The data are only available to the HR department and the employee's immediate superior. Names and contact details

are available to other employees. We store the data for the duration of the employment relationship.

We give [company] (our data processor) the information necessary to administer the payment of salary, holiday pay, reimbursements and other benefits, as well as to report to the public authorities on employment relationships and income.

4. Former employees

We process the personal data of former employees to be able to document that we have fulfilled our obligations as employer should we be required to do so. Information about former employees will also be provided in agreements, correspondence and other documentation that we store and use as part of our activities.

The processing of personal data is based on our legitimate interest in documenting our case processing in our capacity as employer. We also process data because we are legally obliged to do so, for example to disclose and store data pursuant to the Bookkeeping Act, the Tax Administration Act and the Act relating to employers' reporting of employment relationships and income.

We store information about personnel matters for up to two years after the termination of an employment relationship. Information about the fact that a person has worked for us and for how long will be stored indefinitely.

5. Jobseekers

We process the personal data of jobseekers to assess whether they are suitable for the job they have applied for.

The processing of personal data is based on our legitimate interest in hiring personnel and documenting our case processing in the employment process.

Providing us with information is voluntary. The information you choose to give us will have a bearing on our assessment of the application.

We store information for up to one year after an employment process has been concluded.

6. The rights of the data subjects

You can read about your rights as a data subject on the [Norwegian Data Protection Authority's website](#).

7. Data controllers and contact information

The data controller is Bedriften AS, org. no 867778462. Our postal address is Kvitåvatnvegen 398, NO-3660 Rjukan, Norway. You can also contact us by email at kvitaavatn@kvitaavatn.no or tel. (+47) 3509 2040.

Our data processors are: Compusoft A/S, Booking.com, Google Business, UnoEuro.