



| PRIVACY POLICY |

## Collection and use of Personal Data

### Processing of Personal Data - Fulfilment of Contract

In connection with the submission of offers or order confirmations from CPH Lounge ApS you have to provide certain Company and Personal Data for us to fulfil the enquiry, including, but not limited to the following

- Company name (if not a company, then the legal name of the individual)
- VAT No.
- Address & City
- E-mail
- Telephone number / mobile
- Payment details
- Contact person

Personal Data is processed in connection with the submission of an Offer, Order Confirmation and Invoice as necessary for us to fulfil our obligations and provide our service.

If we submit an Offer to you, and you do not proceed with said Offer, your Personal Data will be deleted automatically after 6 months.

When an Offer is confirmed and we send the Order Confirmation / Invoice, the above information will be stored in our booking and finance system, in accordance with the legislation from the Data Inspectorate & Danish Tax Authority, SKAT.

If your Order Confirmation requires delivery, the information about your Name, Address, Telephone number and Email address will be supplied to our internal or external shipping company for delivery of your orders.

### Processing of Personal Data / Newsletter

Consent If you have subscribed to our newsletter, we will process your Email address, First Name and Surname until you let us know that you no longer wish to receive information from us.

You can always withdraw your consent. You can do so either using the link at the bottom of our digital newsletters or by contacting us at [cphlounge@cphlounge.dk](mailto:cphlounge@cphlounge.dk) and informing us you that you no longer wish to receive our newsletters and offers.

## Privacy Policy

Regardless of whether we process your Personal Data for the fulfilment of a contract or on the basis of your consent, we will always process your Personal Data securely and confidentially in accordance with applicable laws, including the Personal Data Regulation and Data Protection Act.

Your Data will be used solely for the purpose for which it is collected and will be deleted when this purpose is fulfilled or no longer relevant.

We use the following third parties to process your information, Quickpay (Payment Service Provider), Mailchimp (Newsletter Service Provider), Rentman (Rental Software System) and Dinero (Finance System). We have legally binding data processing agreements with these providers, which guarantees that they comply with the applicable rules for the protection of your Personal Data.

### Information, objections, changes, data portability and deletion

You can always contact us to find out which of your Personal Data we hold.

You can do so by contacting CPH Lounge ApS, CVR. 28654901, Gundsøllevej 63, 4000 Roskilde, Denmark, Tel: +45 70 22 00 31, E-mail: [cphlounge@cphlounge.dk](mailto:cphlounge@cphlounge.dk)

If there is an error in the Personal Data we hold, you can always ask for it to be corrected, just as you are entitled to receive the Personal Data we hold on you, in a common format (data portability). If you wish to alert us of any errors or exercise your right to data portability, you can write to us at the address above.

If you no longer wish us to process your Personal Data, or to limit the processing of your Personal Data, you can write to us at the address above.

If you wish to withdraw your consent for processing your E-mail address (so we can send you our newsletter and relevant offers), you can do so by clicking the link in the individual newsletter.

If you wish to complain about the processing of your Personal Data by CPH Lounge ApS, you may do so to The Danish Data Protection Agency at Borgergade 28.5, 1300 Copenhagen, Telephone +45 33 19 32 00 or E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

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CREATING SMALL WORLDS