

# Privacy Policy

At Køge Jorddepot, we're committed to protecting and respecting your privacy.

This policy explains when and why we collect personal information about you, how we use it, the conditions under which we may disclose it to others, how we keep it safe and secure and your rights and choices in relation to your information.

Any questions regarding this policy and our privacy practices should be sent by email to contact [POST@KOEGEJORDDEPOT.DK](mailto:POST@KOEGEJORDDEPOT.DK).

## Who are we?

We're Køge Jorddepot, we are a huge construction project, which in the coming years will mean an expansion of Køge Harbour and Køge Municipality with a total of 40 hectares. The land repository ends up receiving a total of 4 million tonnes of soil and a large amount of building waste in the form of pure concrete and trash that have been crushed and used as fillers. The expansion of Køge Harbour offers great opportunities for both the business community, the municipality's citizens and the many visitors in the area. The harbour itself gets far more space for business enterprises and far better opportunities for receiving large ships - both in terms of length, width and draft. The quay is increased by a total of 1.2 km more quay with the possibility of receiving ships of up to 220 m in length everywhere and 30 m in width. It will also be possible to receive ferries from a number of destinations in the Baltic Sea area.

## How do we collect information from you?

We obtain information about you in the following ways:

### *Information you give us directly*

For example, we may obtain information about you when you work with us on development of the Køge Havn.

### *Information you give us indirectly*

Your information may be shared with us by third parties.  
For example: if one of our subcontractors provides us with your information.

## When you visit this website

We, like many companies, automatically collect the following information:

- technical information, including the type of device you're using, the IP address, browser and operating system being used to connect your computer to the internet.
- information about your visit to this website, for example we collect information about pages you visit and how you navigate the website, i.e. length of visits to certain pages, products and services you viewed and searched for, referral sources (e.g. how you arrived at our website).
- We collect and use your personal information by using cookies on our website – more information on cookies can be found under the 'Use of Cookies' section below.

### **Social Media**

We don't have any social website.

### **Public Information**

We supplement information on our customers and subcontractors with information from publicly available sources such as annual reviews, corporate websites in order to create a fuller understanding of someone's interests and support.

### **What type of information is collected from you?**

The personal information we collect, store and use might include:

- your name and contact details (including postal address, email address and telephone number);
- your date of birth;
- information about your activities on our website and about the device used to access it, for instance your IP address and geographical location;
- your bank or credit card details in respect of payment of invoices;
- Data protection laws recognize certain categories of personal information as sensitive and therefore requiring greater protection, for example information about your health, ethnicity and religion.

We do not usually collect sensitive data about you unless there is a clear and valid reason for doing so and data protection laws allow us to. Where appropriate, we will make why we are collecting this type of information and what it will be used for clear.

### **How and why is your information used?**

We may use your information for a number of different purposes, which may include:

- carrying out our obligations under any contracts entered into between you and us;
- keeping a record of your relationship with us;
- checking for updated contact details against third party sources so we can stay in touch if you move;
- notifying you of changes;
- sending you communications which you have requested and that may be of interest to you.

**How long is your information kept for?**

We keep your information for no longer than is necessary for the purposes it was collected for, the length of time we retain your personal information for is determined by operational and legal considerations. For example, we are legally required to hold some types of information to fulfil our statutory and regulatory obligations (e.g. health/safety and tax/accounting purposes).

We review our retention periods on a regular basis.

**Who has access to your information?**

We do not sell or rent your information to third parties.

We do not share your information with third parties for marketing purposes.

However, we may disclose your information to third parties in order to achieve the other purposes set out in this policy. These third parties may include:

Third parties working on our behalf: We may pass your information to our third party service providers, suppliers, agents, subcontractors and other associated organizations for the purposes of completing tasks and providing services to you on our behalf. However, when we use these third parties, we disclose only the personal information that is necessary to deliver the services and we have a contract in place that requires them to keep your information secure and prevents them from using it for their own direct marketing purposes. Please be reassured that we will not release your information to third parties for them to use for their own direct marketing purposes, unless you have requested us to do so, or we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

**Lawful Processing**

Data protection law requires us to rely on one or more lawful grounds to process your personal information. We consider the following grounds to be relevant:

**Legal obligation**

Where necessary so that we can comply with a legal or regulatory obligation to which we are subject, for example where we are ordered by a court or regulatory authority.

**Vital interests**

Where it is necessary to protect life or health (for example in the case of medical emergency suffered by an individual at one of our events) or a safeguarding issue which requires us to share your information with the emergency services.

**Legitimate interests**

Where it is reasonably necessary to achieve our or others' legitimate interests (as long as what the information is used for is fair and does not duly impact your rights).

When we legitimately process your personal information, we consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. We will not use your personal information where our interests are overridden by the impact on you, for example, where use would be excessively intrusive (unless, for instance, we are otherwise required or permitted to by law).

When we use sensitive personal information, we require an additional legal basis to do so under data protection laws, so will either do so on the basis of your explicit consent or another route available to us at law (for example, if we need to process it for employment, social security or social protection purposes, your vital interests, or, in some cases, if it is in the public interest for us to do so).

### **Email/text/Phone**

We will only send you communications by email, text and telephone if you have explicitly provided your prior consent.

### **Your choices**

We will not use your personal information for marketing purposes. However, we may still need to contact you for administrative purposes like paying invoice and requesting future business.

### **Your Rights**

Under Demarks data protection law, you have certain rights over the personal information that we hold about you. Here is a summary of the rights that we think apply:

#### **Right of access**

You have a right to request access to the personal data that we hold about you. You also have the right to request a copy of the information we hold about you, and we will provide you with this unless legal exceptions apply.

If you want to access your information, please send a description of the information you want to see and proof of your identity by post to the address provided below.

#### **Right to have your inaccurate personal information corrected**

You have the right to have inaccurate or incomplete information we hold about you corrected. The accuracy of your information is important to us so we're working on ways to make it easier for you to review and correct the information that we hold about you. In the meantime, if you change email address, or if you believe any of the other information, we hold is inaccurate or out of date, please contact us via email.

#### **Right to restrict use**

You have a right to ask us to restrict the processing of some or all of your personal information if there is a disagreement about its accuracy or we're not lawfully allowed to use it.

#### **Right of erasure**

You may ask us to delete some or all of your personal information and in certain cases, and subject to certain exceptions; we will do so as far as we are required to. In many cases, we will anonymize that information, rather than delete it.

### **Right for your personal information to be portable**

If we are processing your personal information (1) based on your consent, or in order to enter into or carry out a contract with you, and (2) the processing is being done by automated means, you may ask us to provide it to you or another service provider in a machine-readable format.

### **Right to object**

You have the right to object to processing where we are using your personal information (1) based on legitimate interests or (2) for future business purposes.

If you want to exercise any of the above rights, please email us at contact [post@koegejorddepot.dk](mailto:post@koegejorddepot.dk). We may be required to ask for further information and/or evidence of identity. We will endeavor to respond fully to all requests within one month of receipt of your request, however if we are unable to do so we will contact you with reasons for the delay.

Please note that exceptions apply to a number of these rights, and not all rights will be applicable in all circumstances.

### **Keeping your information safe**

When you give us personal information, we take steps to ensure that appropriate technical and organizational controls are in place to protect it.

Any sensitive information is protected using GDPR guidelines. Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

### **Use of 'cookies'**

Like many other websites, this website uses cookies. 'Cookies' are small pieces of information sent by an organization to your computer and stored on your hard drive to allow that website to recognize you when you visit. For example, we use cookies to store your country preference. This helps us to deliver a better more personalized service when you browse our website and improve our services.

It is possible to switch off cookies by setting your browser preferences.

### **Links to other websites**

Our website may contain links to other websites run by other organizations. This policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot

be responsible for the privacy policies and practices of other websites even if you access them using links from our website.

In addition, if you linked to our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third-party site and recommend that you check the privacy policy of that third party site.

### **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **Vulnerable circumstances**

We are committed to protecting vulnerable supporters, customers and volunteers and appreciate that additional care may be needed when we use their personal information. In recognition of this, we observe good practice guidelines in our interactions with vulnerable people.

### **Transferring your information outside of Europe**

As part of the services offered to you through this website, the information which you provide to will not be transferred to countries outside the European Economic Area ("EEA").

### **Changes to this policy**

Any changes we may make to this policy in the future will be posted on this website so please check this page occasionally to ensure that you're happy with any changes. If we make any significant changes, we'll make this clear on this website.

### **Review of this Policy**

We keep this policy under regular review. This policy was last updated in March 4, 2019.

**Date:** March 12, 2019