

# Green Team Europe A/S

## - GDPR Disclosure Statement



### Disclosure statement

At Green Team and associated companies, we recognize the sensitive nature of the personal data we collect and the importance of protecting it. We have recently updated our privacy policy and added new disclosures regarding the collection, storage, and security of data as a result of the European Union's new legal framework for data protection. Known as the General Data Protection Regulation (GDPR), the legislation went into effect May 25, 2018.

The GDPR requires us to obtain consent from EU residents before using their data in any way. It also entitles them to access their data and ask for it to be removed and forgotten from any databases on request. We are extending the same rights to citizens outside the EU for consistency and transparency in understanding how your data is being used.

Below is a list of privileges and how you can exercise these privileges and rights included with GDPR.

- Right to Consent to Use of Data
- Right to Access & Obtain Data
- Right to be Forgotten/ Removed from Database

#### **Right to Consent:**

You have a right to consent to how Green Team uses your data. Below is a list of the data points we collect and how they are used. We never abuse your information and we only use it to fulfill customers' orders, process claims, and for accounting and tax purposes. We only pass on data to relevant third party data processors, such as hosting partners, cloud services, alarm company, internet service provider, authorities, external financial and IT company.

Along with consenting, you also have the right to withdraw your consent. See How to Revoke Your Consent below.

#### **What Data is Collected**

Green Team collects data from customers or contractors to fulfil orders and services such as company' details, personal details of contact person and bank details, but also from employees such as ID number, name, address, bank details, CV and certificates for employment, accounting and tax purposes.

#### **How Your Data is Used**

- Calculating business opportunities
- Entering customers' orders
- Invoicing
- Purchasing
- Benchmarking
- Employment
- Tax and accounting
- IT

**GREEN TEAM EUROPE**



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Providing personal data is voluntary, but it is essential in order to sign a contract or agreement. Failure to provide the data will prevent signing it. Personal data will be processed in Denmark, Poland, United Kingdom, France and Holland with an appropriate level of protection, as assessed by the European Commission.

#### How Long is My Data Stored

Customers, suppliers and contractors' data is stored for a maximum of 5 years in order to provide services and fulfil orders, and 6 years for tax and accounting purposes.

Our employees personal data is stored in personal files and archived for 50 years. Personal data of potential employees is removed once the applied position is no longer available.

#### How to Access Your Data

Under GDPR you have the right to ask for all the data collected on you. Your data is stored in a secure database. It will take up to 72 hours to retrieve and send you collected data. The data will be provided in the form on a spreadsheet and sent via personal email.

#### How to be Forgotten

Your right to be forgotten refers to your right to have your information wiped from our database. If you wish for your information to be removed please email us at [legal@Greenteam-group.com](mailto:legal@Greenteam-group.com) and we'll confirm your information is removed via personal email within 72 hours.

#### How to Submit a Complaint Concerning Your Data

If you wish to submit a formal complaint against how your data is being used, collected, or stored by Green Team, contact us at [legal@Greenteam-group.com](mailto:legal@Greenteam-group.com).

#### How to Revoke Your Consent

If you've consented to receive messages from us and need to revoke that consent, please contact us at [legal@Greenteam-group.com](mailto:legal@Greenteam-group.com) and we'll update our records and ensure your data is not stored. We'll confirm your withdrawal via personal email within 72 hours.

#### The administrator of personal data (ADP) is:

Green Team Europe A/S  
Simmelbrovej 44  
7260 Sdr. Omme

#### Data Protection Supervisor (DPS) is:

Brian Sandfeld – to contact DPS e-mail [legal@Greenteam-group.com](mailto:legal@Greenteam-group.com)

#### IT System Administrator (AITS) is:

Brian Christensen – to contact AITS e-mail [legal@Greenteam-group.com](mailto:legal@Greenteam-group.com)

The responsibilities of ADP, DPS and AITS are defined in GTE's Personal Data Security Policy.

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