



# **Morten Deurell**

## **Privacy policy**

**Information related to GDPR**

## **Brief overview:**

From may 25nd 2018 all companies must live up to the new EU data regulation (GDPR). This means that all businesses (incl. Small businesses) must acquire consent for any kind of handling of customer data and also provide documentation about the nature of the data handling. This document describes how I handle customer data, which I do as properly and with as much consideration to my customers as possible. When you give consent, your data will thus be handled as described below. It is expected that you as a customer (whether you are a private or business customer) also handle this communication with similar consideration.

## **Introduction**

In connection with the dispatch of request / proposition / contract / invoice and in connection with continued mail correspondence and possibly invitation to trustpilot, Morten Deurell will handle different personal data. This document will describe how these data are handled, who they are shared with, where they are stored and how to request their information deleted / corrected.

## **What data (information):**

For the customer:

- name(s)
- Address(es)
- Telephonenumber(s)
- Mobil phonenumber(s)
- Email address(es)
- Optionally. firstnames of colleagues/family members

Contact Person (often identical with the customer):

- name(s)
- Address(es)
- Telephonenumber(s)
- Mobil phonenumber(s)
- Email address(es)

Show-location:

- Name of the place/venue
- Address(es)
- Telephonenumber(s)
- Mobil phonenumber(s)
- Email address(es)

## **Where will these data be stored:**

All information can be found in my secure online customer system, query / proposition / contract / invoice and mail correspondence.

This includes the following:

### Online customer system:

For safety reasons, the location of the system is not mentioned. But it lies with a good secure web hosting. The system is encrypted (SSL Certified / https), the access is encrypted and various personal data is encrypted. Morten Deurell is the only one who has access to this system's front end.

### Email system (incl. other digital messenger-services)

In Emails (as tekst/encrypted links/attached files).

The following persons has access to Morten Deurells emails:

- Morten Deurell

Note: Morten Deurell is not responsible for the customer's handling of the email correspondence and the personally sensitive data. However, confidentiality is encouraged.

### Computers of the company):

There is of course one to more hard disk with backup of all previously mentioned important data. In addition, there is a backup on a well-run cloud service (only with access to Morten Deurell).

### Accounting:

All invoices are printed and submitted in paper form in Morten Deurell's accounts. The accounts can be found in Morten Deurell's personal custody.

The following persons can be granted access the accounts:

- Accountant
- SKAT (Danish TAX authority)
- Morten Deurell
- Danish Artist Union (DAF)
- Dansk Actors Union (DSF)
- Optional. Future employees in the company Morten Deurell

### Trustpilot:

All customers are invited to give feedback/rate Morten Deurell on Trustpilot. In this case, the customer's name and email address will be shared with Trustpilot.dk. Trustpilot handles their data securely. Here you can read about how Trustpilot handles this data:

<https://support.trustpilot.com/hc/en-us/articles/360000306528--How-do-we-protect-your-data->

## **How long will data be stored**

All of the above information may be saved indefinitely. Should a customer wish for some information deleted or corrected, Morten Deurell can always be contacted and will manually comply with this, provided this does not prevent Morten Deurell from complying with various regulatory documentation requirements.

## **Forwarding/sharing of information:**

Personal data can be shared with 3rd Party in the following scenarios:

When preparing accounts:

An accountant / bookkeeper may temporarily have access to the accounts and the data included, but without the right to obtain any personally sensitive data from them.

SKAT (Danish TAX authority) will be able to obtain the accounts upon request.

When getting counseling:

For contracts, it may be necessary to receive advice from DAF or DSF.

When recommending:

Morten Deurell can if the customer gives oral / written consent. Send the customer's request to a recommended colleague. This will include the possibility of forwarding all of the types of data mentioned above

Trustpilot:

Morten Deurell sends, email invitations to the customer via Trustpilot to give the customer the possibility to give feedback to Morten Deurell. In this case, the customer's name and e-mail address will be disclosed, but handled in a proper manner.

## **Deleting / correcting:**

Should a customer wish for some information deleted or corrected, Morten Deurell can always be contacted and will manually comply with this, provided this does not prevent Morten Deurell from complying with various regulatory documentation requirements.

## **Practice of breach of personal data protection?**

- Datasecurity must be re-established as soon as possible
- We must inform the persons whose data may have been compromised

## **Is Morten Deurell's data processing associated with particular risks?**

Generally speaking, there is no particular risk of leakage of personal data. Because:

- It is a single-person company (PMV)
- Virtually no information is shared with anyone other than Morten Deurell and those involved.
- High standard safety measures are in place.
- There are no particularly sensitive information.

### **Overall risk assesment:**

- In case of burglary at the address where archived paper accounts are stored, whereby the thieves can steal the paperwork. (Highly unlikely)
- For data theft (via hacking) from eg emails, Computer with data.

## **Is data protection included in the handling of personal data?**

Yes

### Physical:

- Physical copies of papers are kept in a proper sense. Not accessible for unauthorized persons

### Digital:

- Email addresses are handled securely and are secured with good passwords
- Website:
  - The online customer system uses https:
  - The address (URL) of the system is kept private.
  - Only Morten Deurell has (encrypted) login.
  - All websites owned by Morten Deurell sends data encrypted (SSL)
  - All FTP access happens via SFTP or SSH
  - All personal data is encrypted with a very strong algorithm