

# Privacy statement for LUND HAGEM ARKITEKTER AS

Dear customer and visitor to our website. It is important for us to stress that you can trust that your personal data is safe with us. LUND HAGEM ARKITEKTER AS is committed to ensuring your safety and security, and follows the applicable laws in relation to GDPR at all times. We have carefully considered all treatments of the personal data we hold on you.

All personal data we hold on you is data you've given us yourself. This could also include data we've received from public organisations, in order to deliver the services you are entitled to. We use no other data than is strictly necessary to carry out our work. We don't share your personal data with anyone other than our suppliers, who need this data to carry out their duties towards you, and to public organisations that request access to your data. In such cases, your data is secured by our data processing agreement. We don't keep your details for any longer than is necessary.

This is the data we can collect; purpose, legal basis, which data and length of time

Purpose	Legal basis	Data kind	Deletion Date
Applications and CVs	Art. 6.1.b	Name, Email address, Date of birth, Address, Telephone number	2 years
Board work	Art. 6.1.c	Name, Email address, Date of birth	Oppbevares gjennom hele selskapets levetid + 10 år
CCTV	Art. 6.1.b	Video/images	7 days
Email	Art. 6.1.b	Name, Email address, Telephone number	10 years
Keeping financial records	Art. 6.1.c	Name, Email address, Address, Telephone number, Account number	10 years
Physical archives	Art. 6.1.b	Name, Telephone number, Address, Email address	50
Printer	Art. 6.1.b	Name, Email address	7 dager
Project work	Art. 6.1.b	Name, Address, Telephone number, Email address	50
Receiving payment	Art. 6.1.b	Name, Email address, Address	10
Receiving payment	Art. 6.1.b	Name, Telephone number, Address, Email address	10

Purpose	Legal basis	Data kind	Deletion Date
Social media platforms	Art. 6.1.f	Video/images, Name	5 år
Social media platforms	Art. 6.1.f	Video/images, Name	5 år

**We have secured your personal data through data processing agreements, where applicable. Where we have to transfer data to a third country when this is necessary to deliver the service, this is secured with an SCC.**

### Your rights

As a customer, you have rights regarding your personal data and how we process this. The data privacy law gives you the following rights:

If we've collected your data with your consent, then you may withdraw your consent at any time. Please contact [jh@lundhagem.no](mailto:jh@lundhagem.no) to request this.

- The right to see your personal data
- The right to ask for corrections. If something is wrong, we'll correct this.
- The right to be deleted. This can be affected by our duties in relation to the accounting law, as we aren't able to delete information before we've carried out our duties
- The right to limit what we collect. Have we collected too much information? Let us know!
- The right to data portability. Do you wish to move your personal data? We can arrange this
- The right to protest. If you disagree with how we use your data, then let us know
- The right to complain. You also have the right to complain to the Data Protection Authority. The link is here: <https://www.datatilsynet.no/en/about-us/contact-us/how-to-complain-to-the-norwegian-dpa/>

If you have questions related to your personal data, please contact:  
JØRGEN HONNINGSVÅG  
[jh@lundhagem.no](mailto:jh@lundhagem.no)