

## Privacy statement in Maestro Soft AS

Maestro Soft AS respects your privacy. This Privacy Policy shall provide you with an overview of how we collect and manage your personal data.

### Regarding the Privacy Policy

This Privacy Policy applies to all business in Maestro Soft and to all websites, products and cloud services controlled by Maestro Soft. Service-specific provisions are contained in the terms of the service in question, data processing agreement or other corresponding information relating to that service.

The Privacy Policy provides information about its purpose, how and why Maestro Soft processes personal data. The Privacy Policy also provides information about the processing of personal data carried out on behalf of our customers by virtue of their own data processing agreement.

### For who do we process personal data

Maestro Soft processes personal data about job seekers, contacts and users of our services or products.

### Maestro Soft as the data controller

When Maestro Soft determines the purpose of the processing of your personal data, Maestro Soft is regarded as the data controller. This may be in the context of you being a job seeker, a customer's contact person, or when you use any of our services.

### The purpose of processing your personal data

#### About customer contacts and users

In order to manage our customer relationships and to fulfil specific obligations under the agreements with our customers, Maestro Soft needs personal information about you as a user or contact person for the customer. The purpose of the processing of your personal data is:

1. Complete the sale and enter into an agreement with the customer
2. Provide you and the customer with offers of products and services
3. Carry out delivery in accordance with agreement with you or the customer
4. Preventing misuse of our products and services
5. Processing of ordering, billing, payment and other administration

### How we collect your personal data

Maestro Soft collects personal data directly from you, a recruitment agency or other persons associated with the customer. These people can be a leader or colleague.

## **Machine dissemination of personal data**

Maestro Soft uses various digital solutions that track, convey or collect information about you using our products, services or websites.

## **Cookies and technology from Google**

Google Analytics: This cookie allows us to view information about the user's activities on our websites. Using Google Analytics, we can see which content is displayed widely and little and can work to make our websites more relevant to our users.

**OAuth Application:** This technology enables the user to send emails from our products with their own G-mail account.

## **What types of personal data we process**

Personal data Maestro Soft processes about you may be:

- Name, address, phone number and email
- Job information such as title, position and professional interests
- Personal data and content you have shared in correspondence with us
- Unique user information such as login ID, username and password
- Other personal data in your profile that you have freely shared through third-party social networks such as LinkedIn and Facebook

## **How we share your personal data**

### **Internally in Maestro Soft**

Personal data obtained directly from you to our employees or through recruitment agencies will be available internally to our employees with access to the internal customer processing system. Personal data shared via subcontractor or third party to Maestro Soft will not be available internally to our employees unless this is in line with the subcontractor's privacy policy.

### **Outside Maestro Soft**

Maestro Soft may also share your personal data with external third parties in the following contexts:

### **Public authorities**

The police and other authorities may require the release of personal information from Maestro Soft. In such cases, Maestro Soft must disclose information for which a court order is available.

### **Web forum**

If you post, comment or similar on Maestro Soft's online forum such as LinkedIn or Facebook, this information may also be made available to others in line with the online forum's sharing algorithms.

## **What are your rights**

### **Right to opt out of marketing communications**

You have the right to report that you do not wish to receive marketing from Maestro Soft and can do so by notifying us by email.

### **Basic rights**

You have the right to access your personal data and may request an overview of the personal data we store about you. You may also have the right to take your personal

data from one business to another (data portability). You also have the right to request that Maestro Soft correct errors in your personal data. If you have an account with Maestro Soft, this can usually be done under "my profile" on the relevant website or service.

Furthermore, you have the right to request the deletion of personal data and to restrict or object to the processing of your personal data in accordance with this Privacy Policy or other service-specific terms.

You also have the right to lodge a complaint with the Data Protection Authority regarding our processing of your personal data.

## **How do we protect and store your personal data**

### **How we protect your personal data**

We use organisational, technical and physical mechanisms to protect the personal data we process and assess the safeguards against the impact a discrepancy may inflict on you.

#### **Organisational measures**

- Privacy is rooted in the company's management and security organisation
- All employees are subject to a declaration of confidentiality
- A data processing agreement is entered into with all sub-deliverers who process personal data.

#### **Technical measures**

- Limit access to personal data to those who need it according to the role and working instructions.
- Use of encryption

#### **Physical measures**

- The premises are protected with access control

## **How long do we process your personal data**

Maestro Soft only processes your personal information for as long as it is necessary for the purpose communicated to you or the customer related to the collection of the personal data, while taking into account our need to be able to answer questions from you or the customer, resolve disputes, and comply with legal obligations under applicable laws. This means that Maestro Soft may retain your personal data for a reasonable period of time after your and our customer's recent interaction with us. When the personal data we have collected is no longer necessary to fulfil the purpose behind their collection, we delete it.

## **Maestro Soft as a data processor**

Maestro Soft provides services to customers where the customer acts as a data controller, and Maestro Soft as a data processor. These services also involve the processing of customer data and personal data. In this context, the purpose of the processing of personal data is determined through the customer's agreement with you or respective business. Maestro Soft then processes personal data on behalf of the customer in accordance with the associated data processing agreement.

## **The Customer's and Maestro Soft's obligations**

When the Customer acts as data controller, then the Customer shall, in accordance with applicable data protection legislation, provide for the legal basis for processing the personal data. Furthermore, the customer shall consider establishing ownership of the risk of processing the personal data. Another important aspect of the Customer's responsibility as the data controller is to comply with the duty of information to the registered persons.

Maestro Soft is a part of the Customer's responsibility as a data controller in the sense that Maestro Soft's services are part of the processing of personal data that the Customer must ensure is in accordance with applicable data protection laws. Therefore, when Maestro Soft processes personal data on behalf of its Customers, we must do so in accordance with the data protection laws applicable to data processors.