

#### Privacy and cookie policy

We take your data protection seriously. We process personal data and therefore we have adopted this privacy policy, which informs you of how your personal data is processed.

TOTAL AVIATION LTD A/S is data controller for the data that we collect concerning you and we ensure that your personal data is processed in accordance with the legislation.

If you wish to contact us regarding our processing of personal data, you can do that by emailing: [HR@totalaviation.com](mailto:HR@totalaviation.com) or by phone +4532525531.

#### Processing of personal data

Personal data is every kind of information which in some way can be assigned to you.

As a customer the following personal data is collected: name, position, phone & e-mail.

As a supplier and business partner the following personal data is collected: name, position, phone & e-mail.

#### Recruitment policy

When receiving a job application and relevant appendices, the material will be read by the relevant manager with the purpose of answering and assessing the content in relation to a defined job.

Job applications and CV's are shared internally with relevant persons in the recruitment process and will not be disclosed to anyone outside the company.

Job applications and CV's are saved until the right candidate is found and the recruitment process has been completed - then it will be deleted.

For unsolicited applications, the application and CV will be saved for a maximum of 48 hours after which it will be deleted.

If the application and CV are saved for more than 6 months, special consent of the candidate is obtained.

#### Safety

We have taken the necessary technical and organizational measures to prevent that your data accidentally or illegally gets deleted, released, lost, impaired or gets to the knowledge of any unauthorized persons, abused or in any way processed against the legislation.

#### Purpose

Personal data about customers is collected for the following purposes:

- Processing your purchase and supply of our services
- Administration of your relationship with us
- Adding relevant e-mail to stocklist & newsletter mail group. Special consent is required.

Personal data about suppliers and business partners is collected for the following purposes:

- Processing purchases/services
- Administration of your relationship with us
- Adding relevant e-mail to stocklist & newsletter mail group. Special consent is required.

We do not have / use cookies on our current website and no information will be collected from here.

#### Data minimization

We only collect, process and store the personal data necessary to fulfill our purpose. Furthermore, it may be determined by law, what type of data it is necessary to collect and store in connection with our business practices. The type and the extent of the personal data we process can be determined by the need to comply with a contract or any other legal obligation.

#### Data is updated

Since our service depends on the fact that your data is correct and up to date, we ask you to inform us about relevant changes in your personal data. You can make use of the contact information provided above to inform us about your changes, then we will make sure to update your data. If we notice that any data is incorrect, we will update the data and inform you about this.

#### Storage period

The data is stored in the time span which is allowed according to the legislation, and we will delete it when it is no longer necessary. The time span depends on the data's character and the basis for the storage. According to this, it is not possible to state a general time span for when data is deleted.

#### Consent

Your consent to receiving our newsletter or stocklist is voluntary, and you can withdraw it by contacting us at any time. Pls contact [sales@totalaviation.com](mailto:sales@totalaviation.com) to receive further information.

#### Passing on data

We use a number of third parties for storage and processing of data, including IT suppliers; Quantum Control, Microsoft product (MS), e-economics. They only process data on our behalf and may not use it for their own purposes. In relevant cases data is given to freight companies like; FedEx, UPS, DHL, MyTNT etc. to ensure correct delivery and notification of shipment and banks to ensure correct remittance/payment.

We will only pass on data such as name, email and so on for other purposes, if you give your consent.

We only make use of data processors in EU or in countries, which can protect data properly.

#### Use of cookies

We do not use cookies on our current website and no data / information will be stored/collected/transferred from here.

#### Your rights

At any time, you have the right to be informed of what data we process concerning you, from where we have collected it and what we use it for. You may also be informed about how long we store your data, and who receives data concerning you, to that extent that we pass on data in Denmark and to foreign countries.

If you request, we can inform you about what data we process concerning you. The access might be limited with respect to privacy protection, business secrets and immaterial rights.

You can make use of your rights by contacting us. You can find our contact information at the top.

If you think that the personal data we process concerning you is imprecise, you have the right to have it corrected. In that case you must contact us and inform us what the imprecision is and how it can be corrected.

In some cases, we will have an obligation to delete your personal data. This is for instance the case if you withdraw your consent. If you think that your data is no longer necessary to the purpose we collected it for, you can request it to be deleted. You can also contact us if you believe that your data is processed in contravention of the law or other legal obligations.

You can also lodge a complaint with a supervisory authority. See [www.datatilsynet.dk](http://www.datatilsynet.dk).

When you contact us with a request to have your personal data corrected or deleted, we examine whether the requirements are fulfilled, and if that is the case, we make the changes or delete as soon as possible.

You have the right to object to the processing of your personal data. You can also object to the processing of our passing of your data for marketing purposes. You can make use of the contact information at the top to object. If your objection is justified, we make sure to stop the processing of your personal data.

You can make use of data portability if you want your data transferred to another data controller or data processor.

On our own initiative, we delete your personal data, when it is no longer needed for the purpose we collected it for.

This website is owned by TOTAL AVIATION LTD A/S, VAT: DK13590583, Kirstinehoej 36B, 2770 Kastrup, Denmark.