

Privacy policy

Intempus ApS



Privacy policy

Intempus' privacy policy helps you understand what kind of personal data we collect, why we collect it, how we handle it and how we protect, store, export and delete it.

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What personal data do we process?

Personal data is any information that can be used to identify a specific person. The types of information that Intempus processes about you can be:

- **Personal data** such as name, address, phone number, e-mail, and demographic
- **User- and web traffic information** such as login ID, username, and IP address
- **Content that you have uploaded or delivered to Intempus** when, for example, you chat with our support or send us emails
- **Personal information provided via job applications**
- **CVR number**, if you work in a sole proprietorship

Intempus does not intend to process sensitive personal information about you, and we will never ask you to provide us with this information.

How do we collect your personal data?

In general, the personal data that we process about you is collected directly from you when you interact with our services or use our products.

We collect information about our business customers from publicly available sources. The purpose is to learn more about our customers and the industries in which they operate.

We also use cookies and other tracking technologies when you interact with our websites and use our applications. We do this to optimize your experience of Intempus. Please see our cookie policy for more information.

Why do we process personal data?

There are many different reasons why Intempus processes your personal data. These reasons include:

Delivery of our services and products:

- To submit offers and process orders, invoicing, agreements, payments for our services and products
- To provide and maintain the features and functionality of the products and services
- To provide services directly to you
- To create users in our products
- To send you information that you have requested
- To send you service updates and other administrative communications

Support, improvements, and statistical analyses:

- To provide customer support to you
- To improve and develop the quality, functionalities and user experiences of our products and services
- To measure and analyze the use of our products and services to improve your experiences

Security:

- To detect, limit and prevent security threats and perform maintenance and troubleshooting
- To log security incidents in our products and services
- To send you security notices and updates when appropriate

Marketing:

- To inform you about products and services and promotions that may be of interest to you
- To handle consent forms and send relevant marketing content

When you as a customer use our products for your own purposes, such as time registration, Intempus is considered a data processor. In these cases, Intempus will only process your personal data in accordance with your instructions as described in our data processing agreement. To be able to deliver a product of the highest quality, we use sub-processors to process information for which we are the data processor. This will always be done in accordance with our data processing agreement. An updated list of our sub-processors will always be available in the concluded data processor agreement.

What is the legal basis for processing your personal data?

We process information on different legal bases.

Based on agreements with you

We process your personal data based on a legally binding agreement with you. This will typically be when you register to use our applications or apply for a job at Intempus. When you send us an application, the processing of your e-mail address and name is necessary to respond to your application. Furthermore, the processing of your personal data such as CV, the application itself and references is necessary for Visma to handle job seekers' applications before entering an employment contract.

Your consent

Intempus can also process your data based on your consent. For example, we ask for your consent to send you marketing emails in accordance with marketing legislation or to set cookies in your browser. In these cases, you will always be able to withdraw your consent.

Legitimate interest

Intempus has a legitimate interest when we process your data for the purposes of marketing, security, support, improvement and statistical analyses, or when you act as a customer contact for our existing custo-

mers, including in customer support. Your personal data is processed from a business perspective in a way that we believe is consistent with your privacy rights.

In addition, Intempus processes data based on the legitimate interest if you register for a webinar, download whitepapers or other content from our websites. The legitimate interest is to provide you with correct content, carry out marketing and manage your requests.

How do we share your personal data?

Intempus may share your personal information in the following ways:

Within the Visma Group

As the Visma group consists of many subsidiaries, it is important to us that we deliver the best possible experience for you. To maintain a complete overview and knowledge of the relationships customers and contact persons have with the various companies within the Visma Group, we therefore share your personal data with other Visma companies. We also share your information internally in the Visma group to be able to offer you the best solutions.

Outside the Visma Group

Intempus may also share your personal data with external third parties outside the Visma Group in the following contexts:

1. Business partners

Intempus may share your personal information with our partners if this is legitimate from a business perspective and is done in accordance with applicable data protection legislation.

2. Data processors

Intempus uses data processors to process personal data. These data processors are typically providers of cloud services or other IT hosting services. When using data processors, Intempus will enter into a data processor agreement (DPA) with data processors to ensure your personal data rights and to fulfill our obligations to our customers.

If data processors are located outside the EU, Intempus ensures the legal basis for such international transfers on behalf of you or our customers, including by relying on EU Model Clauses (EU Standard Contractual Clauses, SCC).

How long do we store your data?

Intempus only stores your personal data for as long as is necessary to fulfill our contractual obligations. When we process your personal data on other legal grounds, such as the legitimate interest, we store the data for as long as is necessary to fulfill the purpose of the processing.

Therefore, your personal data may be subject to different retention policies based on the type of data and the purpose of collecting it.

For further information about deletion, please feel free to contact us.

What are your rights?

As registered, you have the following rights in relation to the personal data we collect about you.

Your rights as a registered

As registered, you have the right to always be informed about how we collect and use your personal data.

In addition, you have the right to gain insight into your personal data by requesting an overview of the personal data that we process about you. You may have the right to data portability. You also have the right to request that Intempus correct inaccuracies in your personal data. If you have a user profile with Intempus for one of our applications, this can usually be done through your settings in the app.

In addition, you have the right to request the deletion of personal data and to limit or object to our processing of your personal data in accordance with this statement or other service-specific terms.

Please use info@intempus.dk to make requests as mentioned in this section.

Finally, you also have the right to lodge a complaint with the Danish Data Protection Authority in connection with our processing of your personal data.

Your right to decline marketing communications

We want to offer you the best possible experience that suits your needs when you interact with Intempus. In order to send you tailored content, we process your personal data and assess your interests based on how you act in our application, emails and websites based on legitimate interests. This is called profiling and is typically limited to your preferences as an employee or entrepreneur who needs the perfect business or work tool.

For this purpose, we collect usage data on our website via cookies. We do this to optimize your experience of Intempus and our sites and deliver relevant content to you. Here you can read our cookie policy. You can adjust your cookie settings at any time by clicking on cookie settings at the bottom of our website.

Intempus uses email for marketing purposes, but only if you have given consent in accordance with applicable marketing law. If you have given consent, you always have the option to opt out of marketing.

You can always ask to have your personal data deleted or update your preferences for how we process your personal data and what kind of marketing content you want to receive on your profile page.

Changes

We encourage you to review this statement regularly. Our privacy policy will always be updated on our website

Contact

If you have comments or questions about this privacy policy or other matters, including possible breaches of your personal data, please send your questions or concerns to us at info@intempus.dk.

We value your opinion and always treat your requests confidentially. Our team will get back to you as soon as we can to answer your questions and outline options to resolve any issues you may have. It is our aim to ensure that all comments and queries are resolved in a timely and appropriate manner.