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## Privacy Policy

### Your personal data with By & Havn

By & Havn takes data protection very seriously. It is very important to By & Havn that citizens, business partners, bidders, applicants, etc. of whom we process personal data feel confident about our processing of their personal data.

According to the General Data Protection Regulation, we have a duty to provide information to you regarding our processing of your personal data. This Privacy Policy includes details about our processing of how we process personal data and why depending on the nature of your relations with By & Havn.

- If you contact By & Havn as a private citizen – e.g. via our info mail
- If you participate in an event
- If you subscribe to our newsletter
- If you are a tenant
- If you are a parking client
- If you apply for a job vacancy
- If you are a bidder
- If you are a business partner, negotiating partner or a creditor
- If you are a buyer of our used equipment
- If you participate in one of our user surveys
- If you are a party of an insurance claim
- If you visit our website

In special circumstances we process other personal data about you, or we need to carry out other types of processing than the processing described in this Policy, we will inform you hereof in separate communication before any processing is carried out unless the situation is subject to confidentiality or if informing you is assessed to be impossible or disproportionate.

This policy was last updated on 26 November 2019. In case of changes to our Privacy Policy, you will be informed hereof.

This policy shall apply to all personal data processed by us irrespective of the storage media used for storing your personal data. It applies to both digital media and physical records.

### Data controller and contact information

The data controller for personal data to be processed as part of the relation between you and By & Havn is:

Udviklingselskabet By & Havn I/S  
CVR No. 30823702  
Nordre Toldbod 7  
DK-1259 København K  
("By & Havn")

Contact By & Havn:

Letter to the company address:  
Nordre Toldbod 7  
1259 København K  
Attn: GDPR ansvarlig

By e-mail: [persondata@byoghavn.dk](mailto:persondata@byoghavn.dk)  
Telephone: +45 3376 9800

## **# Private citizens, event participants, etc.**

### **Personal data we collect**

We have received and will process the following personal data about you: e-mail, name, telephone number, address and other information provided by you.

We have collected the information from you, as the data subject.

### **Purpose and basis of processing**

We process your personal data in order to be able to reply to your e-mail with your question to By & Havn, and in order to register you as a participant in a given event on a list of participants or to enter you in a contact list in your own interest. If you have submitted questions via our info mail "Spørg Britta" (Ask Britta) or equivalent, we will file your personal data as we use questions and answers in our processing of future questions.

Our processing of personal data on you as a private citizen or an event participant is based on article General Data Protection Regulation 6(1)(f) of the General Data Protection Regulation on necessary processing for the purposes of our legitimate interests in e.g. being able to follow the development in questions and answers from private citizens.

Further, processing is necessary for us to comply with By & Havn's legal obligations, see section 6(1)(c) of the General Data Protection Regulation.

Processing of personal data concerning inquiries related entry in the contact list is based on article 6(1)(b) General Data Protection Regulation on performance of a contract.

### **Recipients of personal data**

At certain events, we hand out the list of participants to the event participants. If that is the case, you will be informed hereof.

In certain cases, we disclose your personal data to our auditors to enable them to carry out audits.

We use external suppliers, including IT suppliers, to whom data may be disclosed in connection with their assistance provided to us.

Your personal data may be published as part of our obligation to provide public access to documents. We will at all times limit such public access to the documents which are necessary.

### **Duration of storage of your personal data**

We will keep your personal data for 3 years from the last exchange of communication/activities in the case if you have contacted us in relation to buildings or parking. Other communication will be deleted 2 years after the last exchange of communication/activities in the case.

If you are listed in a list of participants, e.g. because you have participated in an event arranged by By & Havn, we will keep your personal data for one year from the date the event took place. After that period, your personal data will be erased.

If you have participated in a By & Havn event which resembles entertainment by By & Havn, we will keep your personal data for 5 years, as, according to the requirements of the Danish Bookkeeping Act (*bogføringsloven*), we need to be able to provide lists of participants.

If you have requested entry in a contact list yourself, your personal data will be erased when the purpose of the processing no longer applies or if you omit to confirm your wish to be entered in the list in question.

## **# Meeting attendees**

### **Personal data we collect**

We have received and will process the following personal data about you: the personal data which are relevant in connection with your questions and our answers at a given meeting, e.g. name, position, association/company, etc.

We have collected the information from you, as the data subject.

### **Purpose and basis of processing**

We process your data in order to be able to take adequate summaries which we use for historical processing of cases.

Our processing of personal data on you as a meeting attendee is based on article General Data Protection Regulation 6(1)(f) of the General Data Protection Regulation on necessary processing for the purposes of our legitimate interests in being able to follow the development in our case procedures.

### **Recipients of personal data**

We use external suppliers, including IT suppliers, to whom data may be disclosed in connection with their assistance provided to us.

Your personal data may be published as part of our obligation to provide public access to documents. We will at all times limit such public access to the documents which are necessary.

### **Duration of storage of your personal data**

We keep your personal data for the time necessary to achieve the purpose for which the summaries were drawn up, typically until the case is closed.

## **# Newsletter subscribers**

### **Personal data we collect**

We have received and will process the following personal data about you: e-mail and name.

We have collected the information from you, as the data subject.

### **Purpose and basis of processing**

We process your personal data in order to be able to send our newsletter to you.

The basis of the processing of personal data of newsletter subscribers is article 6(1)(a) of the General Data Protection Regulation on consent for processing of personal data for a specific purpose.

Further, processing is necessary for us to comply with By & Havn's legal obligations, see section 6(1)(c) of the General Data Protection Regulation.

#### **Recipients of personal data**

We use external suppliers, including IT suppliers and hosting suppliers, to whom data may be disclosed in connection with their assistance provided to us.

#### **Duration of storage of your personal data**

If you subscribe to our newsletter, your personal data will be deleted after 2 years from the date you revoke your consent or unsubscribe from our newsletter.

### **# Tenants**

#### **Personal data we collect**

We collect and process the following personal data about you: name, address, telephone number, e-mail and CVR number and account details.

We have collected the information from you, as the data subject.

#### **Purpose and basis of processing**

We process your personal data in order to fulfil the agreement made with you, to administer the tenancy and to enable us to serve our clients see. Article 6(1)(b) of the General Data Protection Regulation on performance of a contract.

The processing is necessary in order to observe current legislation e.g. storage of accounting records as well as our registration duty see. Article 6(1)(c) of the General Data Protection Regulation on legal obligation.

We process personal data about tenants and tenant's employees, as long as it is necessary for us to pursue our legitimate interest in being able to follow changes to the lease see. Article 6(1)(f) of the General Data Protection Regulation on legitimate interests.

#### **Recipients of personal data**

As a general rule, we do not disclose your personal data to third parties. We do however in some cases disclose personal data to our advisers, who are attorneys and auditors to enable them to carry out audits.

By & Havn enters data processing agreements with external suppliers, that process personal data on behalf of By & Havn, to ensure the necessary security with our external suppliers

We use external suppliers, including IT suppliers, utilities and debt collection firms, to whom data may be disclosed in connection with their assistance provided to us.

Your personal data may be published as part of our obligation to provide public access to documents. We will at all times limit such public access to the documents which are necessary.

#### **Duration of storage of your personal data**

We will keep your personal data for 5 year after the end of the financial year in which the tenancy ended, unless special conditions require a shorter or longer storage period.

In case of disputes or outstanding financial balances, we will keep your personal data for a longer period of time, minimum until the case has been closed finally.

## # Parking clients

### **Parking subscription clients**

If you are a parking subscription client with By & Havn, please see [www.ParkIn-CPH.dk](http://www.ParkIn-CPH.dk). The site states our privacy policy for parking clients and further information about our processing of your personal data.

### **Parking for business partners and contractors**

#### **Personal data we collect**

We have received and will process the following personal data about you: name, e-mail, telephone number and registration number.

We have collected the information from you, as the data subject or from your employer.

#### **Purpose and basis of processing**

We process your personal data in order to fulfil the agreement made with you, to administer the client relation and to enable us to serve our clients and to observe current legislation on storage of accounting vouchers and our registration duty, see the Danish Act on Access to Information (*lov om offentlighed i forvaltningen*).

Our processing is based on article 6(1)(b) of the General Data Protection Regulation on performance of a contract and article 6(1)(c) of the General Data Protection Regulation on legal obligation.

#### **Recipients of personal data**

We disclose your personal data to our auditors to enable them to carry out audits.

We use external suppliers, including IT suppliers, to whom data may be disclosed in connection with their assistance provided to us.

Your personal data may be published as part of our obligation to provide public access to documents. We will at all times limit such public access to the documents which are necessary.

#### **Duration of storage of your personal data**

We keep your personal data for 5 years from the date of expiry of the permit. After that period, your personal data will be erased automatically.

## # Candidates for vacancies

### **Personal data we collect**

We have received and will process the following personal data about you: CV content, application and any appendices. We will therefore typically keep the following data on you: name, address, telephone number, e-mail, marital status, date of birth, photograph, reference(s), education and employment history, any information about leisure activities, personal preferences, etc.

We process personal data collected from references if the applicant has given his or her consent hereto via his or her application or CV.

Further, we process data about punishable/criminal offences including criminal record.

In some cases, we also process sensitive data about you, including health information if you suffer from a condition which may have a significant impact on the position you have applied for, and of which you are required to inform us

We have collected the data from you, as the data subject or from your reference(s).

#### **Purpose and basis of processing**

We process your personal data in order to be able to consider you for a given position which may be of interest to you.

Our processing is based on article 6(1)(a) of the General Data Protection Regulation on consent to the processing of personal data for a specific purpose, article 9(2)(a) of the General Data Protection Regulation on explicit consent to the processing of specific categories of personal data and article 9(2)(b), see section 7(2) of the Danish Data Protection Act (*dataskyttelsesloven*) as such processing is necessary in order to ensure compliance with our or the applicant's duties under labour law and our or the applicant's specific rights.

We process data concerning criminal record if this is necessary in order to protect a legitimate interest in ensuring that the applicant is suitable for the position in our company, see article 10 of the General Data Protection Regulation, see section 8(3) of the Danish Data Protection Act (*dataskyttelsesloven*).

#### **Recipients of personal data**

If we use an external recruitment firm for the employment, personal data provided by you may be disclosed to that firm. If that is the case, you will be informed hereof.

We use external suppliers, including IT suppliers, to whom data may be disclosed in connection with their assistance provided to us.

#### **Duration of storage of your personal data**

If you are not offered a position with us, we will keep your personal data for 6 months after the expiry of the application deadline.

In special cases, data may be kept for a longer period in order to be able to document the application process or if special circumstances may give rise to subsequent disputes.

## **# Bidders**

#### **Personal data we collect**

We process general personal data about you which we have received in connection with a public procurement procedure. Examples of such data: name, telephone number, e-mail and CV.

We have collected the data from your employer.

#### **Purpose and basis of processing**

We process your personal data in order to accept and process a bid from the company with which you are employed, to enter into a contract with the company and/or to comply with current legislation on e.g. invoice form, the Public Procurement Act (*udbudsloven*) and keeping of accounting vouchers.

Our processing is based on article 6(1)(c) of the General Data Protection Regulation on legal obligation and article 6(1)(f) of the General Data Protection Regulation on legitimate interests as By & Havn has a legitimate interest in collecting data from the bidder which are relevant to the bid or necessary for communication.

We file your personal data as we are under a duty to do so under the Danish Act on Access to Information (*lov om offentlighed i forvaltningen*).

#### **Recipients of personal data**

We use external suppliers, including IT suppliers, to whom data may be disclosed in connection with their assistance provided to us.

Your personal data may be published as part of our obligation to provide public access to documents. We will at all times limit such public access to the documents which are necessary.

#### **Duration of storage of your personal data**

Your personal data will be erased 3 years from the date of the award of a contract, at the earliest. If the term of the contract exceeds 3 years from the date of the award of the contract, your personal data will be erased after the termination of the contract. This applies to all parties who participated in the public procurement procedure.

In case of disputes or outstanding financial balances we may keep your personal data for a longer period, as a minimum until the case has been concluded finally.

### **# Business partners, creditors, etc.**

#### **Personal data we collect**

We have received and will process the following personal data about you: name, e-mail and telephone number and, if relevant, address.

We have collected the information from you, as the data subject or from your employer.

#### **Purpose and basis of processing**

We process your personal data in order to maintain active co-operation with you.

Our processing of personal data on you as a business partner is based on article 6(1)(f) of the General Data Protection Regulation on necessary processing to enable us to pursue our legitimate interests in maintaining co-operation.

Further, processing is necessary for us to comply with By & Havn's legal obligations, see section 6(1)(c) of the General Data Protection Regulation.

#### **Recipients of personal data**

We disclose your personal data to our auditors to enable them to carry out audits.

We use external suppliers, including IT suppliers, to whom data may be disclosed in connection with their assistance provided to us.



Your personal data may be published as part of our obligation to provide public access to documents. We will at all times limit such public access to the documents which are necessary.

#### **Duration of storage of your personal data**

We keep your personal data until the purpose of the processing no longer applies, at which point they will be erased.

If you are a creditor of By & Havn, we will keep your personal data for 5 years as we need to be able to account for our outstanding financial balances or previous outstanding financial balances according to the requirements of the Danish Bookkeeping Act (*bogføringsloven*).

### **# Buyers (sale of used equipment)**

#### **Personal data we collect**

We have received and will process the following personal data about you: name, method of payment and, if relevant, e-mail and telephone number.

We have collected the information from you, as the data subject.

#### **Purpose and basis of processing**

We process your personal data as this is necessary in order to fulfil a contract with you or to carry out measures to be performed on your request prior to the conclusion of a contract.

Our processing of personal data on you as buyer is based on article 6(1)(b) of the General Data Protection Regulation on performance of a contract and article 6(1)(c) of the General Data Protection Regulation on compliance with a legal obligation.

#### **Recipients of personal data**

We disclose your personal data to our auditors to enable them to carry out audits.

We use external suppliers, including IT suppliers, to whom data may be disclosed in connection with their assistance provided to us.

Your personal data may be published as part of our obligation to provide public access to documents. We will at all times limit such public access to the documents which are necessary.

#### **Duration of storage of your personal data**

We keep your personal data for 5 years from the date of completion of the sale. After that period, your personal data will be erased automatically.

### **# User surveys**

#### **Personal data we collect**

We have received and will process the following personal data about you: name, e-mail and telephone number. We also process data supplied by you via the questions in the user survey. Examples of such data are age, occupation, postcode/address, etc.

We have collected the information from you, as the data subject.

### **Purpose and basis of processing**

We process your personal data to obtain information about and carry out analyses of the subject of the user survey in which you participated. Our processing is based on article 6(1)(a) of the General Data Protection Regulation on consent for processing of personal data for a specific purpose.

### **Recipients of personal data**

We use external suppliers, including IT suppliers, to whom data may be disclosed in connection with their assistance provided to us.

Your personal data may be published as part of our obligation to provide public access to documents. We will at all times limit such public access to the documents which are necessary.

If data from the user survey are used for a public purpose, all data will be anonymised before publication.

### **Duration of storage of your personal data**

We keep your personal data for the period of time for which you have given your consent. This will usually be 6-12 months, but the period may be longer.

## **# Area surveillance**

### **Personal data we collect**

We have received and will process the following general and sensitive personal data about you: video recordings of your presence within the area covered by the camera/cameras which are only carried out on private property. The correct signs have been posted in the areas.

Further, in some cases we process recordings in relation to punishable or criminal offences.

We have collected the information from you, as the data subject.

### **Purpose and basis of processing**

Further, By & Havn processes video recording for crime prevention purposes.

Our processing is based on the Danish Act on CCTV Surveillance (*tv-overvågningsloven*) and article 6(1)(f) of the General Data Protection Regulation on legitimate interests and section 8(3) of the Danish Data protection Act (*dataskyttelsesloven*) as By & Havn has a legitimate interest in the surveillance of areas which may also be accessible to the public in order to increase security. This e.g. applies to the company's indoor parking facilities.

### **Recipients of personal data**

We use external suppliers, including IT suppliers, to whom data may be disclosed in connection with their assistance provided to us.

Your personal data may be disclosed in connection with a specific dispute or for crime prevention purposes according to current legislation. In such cases, the police will have full access to the video recordings.

**Duration of storage of your personal data**

We keep the video recording for 30 days, see section 4(c)(4) of the Danish Act on CCTV Surveillance (*tv-overvågningsloven*). After the expiry of the 30-day period, they are erased.

However, By & Havn will keep video recordings for a longer period if this is required for By & Havn's processing of a specific dispute or processing of the data for crime prevention purposes. If processing is necessary in relation to a specific dispute, you will be informed hereof within 30 days, see section 4(5) of the Danish Act on CCTV Surveillance (*tv-overvågningsloven*).

**# Insurance cases****Personal data we collect**

We have received and will process the following general and sensitive personal data about you: the personal data you have provided to us in connection with your insurance case, e.g. name, address, telephone number, e-mail, photographs, medical statement, account details and, if relevant, Danish Civil Register number and information about your insurance company and claim.

We have received the information from you, as the data subject. In some insurance cases, we may receive your personal data directly from your insurance company.

**Purpose and basis of processing**

We process your personal data in order to be able to process your insurance case. Our processing is based on article 6(1)(c) of the General Data Protection Regulation on legal obligation and article 6(1)(f) of the General Data Protection Regulation on legitimate interests. Any sensitive personal data will be processed in accordance with article 9(2)(f) of the General Data Protection Regulation for the establishment, exercise or defence of a legal claim. Danish Civil Register numbers will be processed in accordance with section 11(2)(4), see section 7(1), of the Danish Data Protection Act (*dataskyttelsesloven*).

**Recipients of personal data**

Depending of the financial scope of insurance cases, we will contact our insurance broker, and in that connection, we will disclose any data which are requested in relation to the case.

Depending on the financial scope, By & Havn's insurance company will take over the case, and all your personal data and other material will then be disclosed to them. The insurance company of By & Havn to which the data will be disclosed depends on the specific case.

Further, your insurance company will receive all the data requested by that company.

We disclose your personal data to our auditors to enable them to carry out audits.

We use external suppliers, including IT suppliers, to whom data may be disclosed in connection with their assistance provided to us.

Your personal data may be disclosed in connection with a specific dispute or for crime prevention purposes according to current legislation. In such cases, the police will have full access to e.g. video recordings and data related to the case.

### **Duration of storage of your personal data**

In case of damage to property, your personal data will be erased 10 years after the date of the claim event. In case of personal injury, your personal data will be erased 30 years after the date of the act resulting in injury.

### **# Website visitors**

#### **By & Havn's websites**

By & Havn operates three websites: [www.byoghavn.dk](http://www.byoghavn.dk), [www.orestad.dk](http://www.orestad.dk), [www.nordhavnen.dk](http://www.nordhavnen.dk) and a parking site [www.ParkInCPH.dk](http://www.ParkInCPH.dk). We use cookies in our websites.

Read more about our use of cookies here: [www.byoghavn.dk/cookie](http://www.byoghavn.dk/cookie).

### **Transfer of personal data to third countries**

By & Havn does not transfer personal data to third countries. We only use data processors in the EEA, the European Economic Area. We enter into data processing agreements with external suppliers, who process data on behalf of By & Havn, to ensure the necessary security of our external suppliers.

### **The safety of your data**

By & Havn protects your personal data in accordance with current legislation. We have therefore implemented some technical and organisational precautions to ensure that your data will not be published or communicated to unauthorised persons, misused or otherwise processed in a way which is contrary to current legislation. We carry out regular internal follow-ups on the adequacy of and compliance with policies and measures

### **Your rights**

According to the General Data Protection Regulation, you have various rights in connection with our processing of your personal data. You have a right to:

- request information about which personal data we process about you,
- request rectification of inaccurate or incomplete information,
- request deletion of your personal data,
- request restriction of the processing of your personal data,
- request that your personal data is handed over to you or transferred to another data controller in a commonly used and readable format (data portability),
- object to By & Havn's processing of your personal data,
- withdraw your consent in cases where our processing of your data is based on your consent. The withdrawal of your consent does not affect the legitimacy of By & Havn's processing of your personal information prior to the withdrawal.

Conditions or limitations may apply to your rights. There is no guarantee that your request for deletion can be fulfilled as this will depend on the specific circumstances of the processing activities.

### **Complaints**

You can submit a complaint about By & Havn's processing of your personal data by sending an e-mail with the details of your complaint to [person-data@byoghavn.dk](mailto:person-data@byoghavn.dk). We will process your complaint and reply to you.

You are also entitled to submit a complain to the Danish Data Protection Agency.  
The contact information for the Agency is stated below:

Datatilsynet  
Borgergade 28, 5  
1300 København K  
Telephone: 3319 3200  
Fax: 3319 3218  
E-mail: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)  
[www.datatilsynet.dk](http://www.datatilsynet.dk)