

# How we protect and take care of personal data at LIVING INSTITUTE

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## General information

Personal data is data which can be specifically assigned to you.

We exclusively process personal data such as name, email, phone number, LinkedIn link and job title. Our motivation for processing your data is a "legitimate interest" that is necessary for us to carry out tasks in our business activities (Article 6.f.).

## Storage of data

We only store your data for the time allowed by law, and we delete data when it is no longer relevant for our business activities.

## Transmission of data

Your data is passed to third party data processors with whom we have data processing agreements that comply with EU's GDPR implemented on May 25<sup>th</sup> 2018.

All third parties involved exclusively process the data on our behalf and they may not use data for own purposes. We only use data processors in the EU or in countries that can ensure adequate protection.

## Data security

Both technically and organizationally, we have ensured that your data is not accidentally or illegally deleted, published, lost, impaired, handed to unauthorized persons, abused, or otherwise treated in violation of the laws.

## Access and complaints

You are always entitled to have access to data we have collected about you, and you can request data to be deleted at any time.

Write to [info@livinginstitute.com](mailto:info@livinginstitute.com) if you would like to complain about our processing of your personal data or contact Datatilsynet directly.

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