



## Privacy Notice

### 1. General

TREX - Hópfersamiðstöðin Ltd., SSN. 640478-0209, Hestháls 10, 110 Reykjavík, (hereafter called „TREX“, „the company“, „we“), is concerned about the privacy of individuals and takes privacy very seriously. The company strongly emphasizes that the processing of personal data is always in accordance with the applicable privacy laws. This notice states what personal data the company collects in relation to its operations and for what purpose. Here you can find information about other recipients of the information and for how long we keep the information. You can also find information on the basis of which TREX collects personal data, what rights individuals have and further important information related to the Act no. 90/2018 on Data Protection and the Processing of Personal Data.

### 2. On whom does TREX collect personal data?

In TREX's operations it is necessary to collect and process personal data about different groups of individuals. The personal data held by the company may be about customers, contractors and other third parties that are necessary to communicate with.

### 3. What personal data does TREX collect about you?

TREX collects different personal data about different groups of individuals depending on the activities of the company. In all circumstances, TREX endeavors to collect only the personal data necessary for the purpose of the processing.

TREX collects necessary information about its customers, such as name and in some cases identification number. The company also needs to keep the necessary contact information, such as name and email address, about the contractors and other third parties.

In some cases, TREX needs to collect sensitive personal data, such as health information. In such cases, special care is taken in handling such information.

In addition, TREX collects footage from surveillance cameras located in the premises of TREX, where personal data can be found.

#### **4. Why does TREX collect personal data about you?**

The purpose of collecting the information is to:

- be able to fulfill contractual obligations, for example with negotiators.
- be able to provide customers with the requested services.
- to safeguard the legitimate interests of the company, for example with security cameras for security and asset management purposes.

#### **5. On what legal basis does TREX process your personal data?**

TREX collects and processes personal data on the following legal basis:

- your consent.
- to fulfill contractual obligation.
- to comply with legal requirements.
- to safeguard the legitimate interests of the company.

#### **6. For how long does TREX keep your personal data?**

TREX keeps your personal data during the period it is necessary to the company. When personal data is no longer needed, the company safely deletes it.

#### **7. From whom does TREX collect information about you?**

TREX collects your personal data directly from you. If third-party personal data is collected, TREX will, as far as possible, endeavor to inform the individual concerned.

#### **8. When does TREX share your personal information to third parties and why?**

TREX shares personal data to third parties hired by the company to perform certain tasks, such as service providers, agents or contractors. In these cases, the company enters into a working contract with the party in question. Such agreement stipulates, among other things, the obligation to comply with TREX's instructions on the processing of personal data and it is not permitted to use it for any other purpose. It is also obligatory to ensure the security of the information in an appropriate manner.

TREX also shares information to third parties when required to by law.

## **9. Transfer of personal data outside the European Economic Area**

TREX is aware that stringent conditions apply to the transfer of personal data to countries located outside the European Economic Area. The company does not under any circumstances do so unless there is sufficient authority to do so under the Act no. 90/2018 on Data Protection and the Processing of Personal Data.

## **10. Your rights**

If you have given your consent to the processing of certain personal data, you are entitled under the Act no. 90/2018 on Data Protection and the Processing of Personal Data to withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.. You also enjoy other rights, such as the right to access your personal data, the right to have inaccurate personal data rectified, , the right to have personal data erased , the right to request the restriction or suppression of your personal data, , and the right to data portability. Keep in mind that your rights are not always absolute and may be subject to various conditions.

## **11. Security of personal data**

TREX has implemented appropriate technical and organizational security measures to ensure the security of personal data in accordance with the Act no. 90/2018 on Data Protection and the Processing of Personal Data.. This means, among other things, that the only employees that have access to personal data are the ones required to by their work. In addition, the company promotes regular training for employees on the security and processing of personal data.

## **12. TREX's Contact Information**

Company name: TREX – Travel Experiences Ltd.

Address: Hestháls 10, 110 Reykjavík, Iceland

E-mail: [info@trex.is](mailto:info@trex.is).

## **13. Right to file a complaint with the Data Protection Authority**

If you doubt that TREX processes your personal data in accordance with the Act no. 90/2018 on Data Protection and the Processing of Personal Data you have the right to file a complaint with the Data Protection Authority ([www.personuvernd.is](http://www.personuvernd.is)).

#### **14. Changes to this Privacy Notice**

This Privacy Notice may change from time to time in accordance to changes to applicable laws and regulations or if changes are made to how TREX processes personal data. Once changes have been made they will come into effect once an updated Privacy Notice has been issued on TREX's website.