



# Nordic Hotel Consulting - Privacy Policy

This privacy policy will explain how our organization uses the personal data we collect from you. This privacy policy covers client relationships, registration for newsletters and market updates and visitors at our conference. We provide separate privacy policy for employees and job applicants. We do not collect any cookies on our website and hence do not provide any specific privacy policy for the use of our website.

### Data controller:

Nordic Hotel Consulting ApS (hereafter "NHC") is the responsible data controller and processor in treating personal data we receive from you. You will find our contact info below:

Nordic Hotel Consulting ApS Kgs. Nytorv 3-5 1050 Copenhagen K Denmark CVR-nr. 27169937

Phone: +45 45 82 11 72

Contact person: Christian D. Kielgast Email: info@nordichotelconsulting.com

### **DATA PROCESSING ACTIVITIES**

### 1. Client assignments and projects

We collect and process personal data when sourcing, presenting, discussing and carrying out projects and assignments for clients and prospective buyers and users of projects we represent. Such projects include, but not limited to, feasibility studies, valuations, operator searches, contract negotiations, sale and acquisition of hotels and interim management.

### <u>Information collected and processed:</u>

We only collect and process personal information necessary and required to carry out the assignment. Information typically includes:

- Name
- Company
- Company address
- Title
- Email
- Phone number / mobile phone number

We confirm we store no additional personal data, unless specifically requested by our client.

### Categories of persons:

Categories of persons we collect and process personal data from include:

- Client
- Tenants/users
- Buyers
- Banks

# Personal data received from:

Data is collected from the client directly or via lawyers, advisors, representatives, banks and others.



## Sharing of data:

We only share data with 3<sup>rd</sup> parties when absolutely necessary to carry out the assignment – e.g. with lawyers and advisors or where there is a legal requirement to do so.

Data is shared internally among NHC affiliates and associated companies.

## Purpose of the personal data collections and processing:

We collect and process the personal data to present projects, fulfil the assignment and agreement with our client as well as to fulfil any legal requirement. In relation to 3<sup>rd</sup> parties, the basis for storing personal data will be a balancing of interest, where not done based on a specific legal requirement.

# 2. Signing up to newsletters and market updates

When you choose to sign up to our newsletter and market updates on:

https://www.nordichotelconsulting.com/contact you grant NHC permission to sending you emails about market information, news and projects.

### Information collected and processed:

- Name
- Company
- Company address
- Title
- Email
- Phone number / mobile phone number

We confirm we store no additional personal data. At any time, you can de-register from our database at which point your personal data will immediately be deleted.

### Personal data received from:

Data is collected directly from person choosing to sign up

## Sharing of data:

We share personal data with IT service providers used to process and distribute newsletters and market updates.

Data is shared internally among NHC affiliates and associated companies.

### Purpose of the personal data collections and processing:

We collect and process the personal data with the purpose of our legitimate interest sharing relevant information with you based on your consent.

# 3. <u>Participating in our conference – NHC Conference</u>

When you choose to register for- and participate in our conference NHC Conference on: www.nhc-conference.com you grant NHC permission to send you emails and conduct phone calls to provide you with practical information, updates and post conference information. You also grant NHC the permission to sending emails about future conferences.

# Information collected and processed:

- Name
- Company
- Company address
- Title
- Email
- Phone number / mobile phone number



We confirm we store no additional personal data. At any time, you can de-register from our database at which point your personal data will immediately be deleted and you will receive no further updates on future conferences.

### Personal data received from:

Data is collected directly from person choosing to sign up

## Sharing of data:

We share personal data with IT service providers used to process and distribute information as well as with online payment processing providers.

Data is shared internally among NHC affiliates and associated companies.

# Purpose of the personal data collections and processing:

We collect and process the personal data with the purpose of our legitimate interest in sharing relevant information with you about the conference you have registered for as well as future conferences, based on your consent.

## 4. Visiting our website

We store no personal data when visiting our website and collect no cookies

# 5. When applying for a job or as an employee

If you are a job applicant, employee or associate, we refer to our specific privacy policy which can be obtained from our contact person – see above.

#### **GENERAL INFORMATION**

### Transfer to third countries

We do not transfer personal data to countries outside EU/EØS, unless specifically requested directly by our client or based on legal requirement. If transferred, we ensure this is done in full accordance with GDPR.

# Storing of personal data

In the above activities where we have obtained and assignment and/or entered into an agreement with a client, we generally store the collected and processed personal data for 20 years after an assignment has been completed in consideration of any required client follow-up, legal requirement or any insurance such as professional indemnity insurance related matters.

In situations where we have been in dialogue with a potential client or presented projects to an interested party but not entered into any agreement, personal data is deleted when no longer deemed necessary and normally no later than 5 years.

For any other situation or activity, personal data is deleted when you de-register.

# IT security

NHC has established internal rules and policies regarding data security which contains instructions and precautions which protect your data from being lost, changed, unauthorized publication or from being accessed by unauthorized personnel.

For several of our data collection and processing activities we rely on suppliers and service providers such as hosted IT solutions, media- and distribution agencies/providers and payment processing providers. In such cases, we ensure and guarantee that we have entered into data processing agreements in accordance with GDPR.

## What are your data protection rights?

NHC would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:



The right to access - You have the right to request NHC for copies of your personal data. We may charge you a small fee for providing additional copies.

The right to rectification - You have the right to request that NHC corrects any information you believe is inaccurate. You also have the right to request Nordic Hotel Consulting to complete information you believe is incomplete.

The right to erasure - You have the right to request that NHC erases your personal data, under certain conditions.

The right to restrict processing - You have the right to request that NHC restricts the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to NHC's processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that NHC transfers the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at the details provided above

# Privacy policies of other websites

The NHC website or other NHC material may contain links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

# Changes to our privacy policy

Nordic Hotel Consulting keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 1 March 2024.

# Rights, complaints and public authority

Should you wish to read more about your rights, report a complaint or if you feel that NHC has not addressed your concern in a satisfactory manner, you may contact Datatilsynet. Contact details can be found at www.datatilsynet.dk