



Privacy Policy

- for www.octopuspms.dk, our newsletters, and services

The Privacy Policy describes how we, at OCTOPUS PMS ApS ("OCTOPUS" or "we/us"), handle your personal data. The Privacy Policy defines how we collect and use the personal data you leave and/or provide when you visit our website and use the various services we offer you.

OCTOPUS is the data controller for the personal data collected and processed through the services we offer you, such as our website and newsletters. The processing of your personal data broadly covers the following points:

1. Collection of personal data
2. Use of personal data, purpose, and legal basis for processing
3. Disclosure and transfer of your personal data
4. Consent
5. Deletion of personal data
6. Security
7. Your rights
8. Links to other websites, etc.
9. Changes to the Privacy Policy
10. Correction, cancellation of services, etc.

1. Collection of personal data

We always inform you before collecting your personal data. For example, we collect the following personal data about you: name, email address, company name, postal address, and phone number..

Please note that certain personal data is necessary to collect for you to use the website's features. It will always be indicated whether the provision of the personal data is mandatory or optional. If the provision of personal data is mandatory, it will be marked with an asterisk (*) on the website or made visible in another way. If you choose not to provide the personal data, you cannot use the desired service/feature or technical assistance. For example, we need your contact information to book a meeting with you or send you a newsletter if you would like to receive it.

If you provide personal data about others than yourself, we encourage you to first obtain consent from these individuals before submitting the information.

2. Use of personal data, purpose, and legal basis for processing

We collect and use personal data in connection with the services and purposes described below. We may also process your personal data for other purposes if we are entitled or required to do so by law.

We only use your personal data for marketing purposes if you have given your prior and explicit consent, for example, by signing up for our newsletter.

Order Placement/Billing

We need to process the personal data you provide in the order form to place an order for a product and/or service with us. We use your personal data to take measures at your request in connection with your order placement. This constitutes our legitimate basis for processing your personal data. The purpose of the processing is to offer you a product and/or service related to our software..

Technical Assistance and Remote Support

We need to process your personal data in connection with the technical assistance we want to offer you, including remote support when you contact us regarding product errors, missing deliveries, and other issues. Therefore, we also process your personal data when you call our support. This constitutes our legitimate basis for processing your personal data. The purpose of the processing is to offer you optimal technical assistance regarding our software.

Newsletter Subscription

We need to process the personal data you provide in the newsletter subscription form to subscribe you to our newsletter at your request and with your consent. This constitutes our legitimate basis for processing your personal data.

The purpose of processing your personal data is to send you our newsletters. You can always withdraw your consent—either by unsubscribing at the bottom of our newsletter or by contacting us.

Cookies

We use cookies on our website. Processing of personal data collected through cookies is based on your consent. You can read more about the terms for giving consent in section 4 below.

The purposes of using information collected through cookies are:

- To administer, improve, and optimize our website and services, as well as your user experience
- Customer and user analyses and segmentation to better understand our customers and users, thereby improving and customizing our services
- Marketing and targeted advertising
- - Statistics

3. Disclosure and Transfer of Your Personal Data

In certain circumstances, for example, due to legal requirements, it may be necessary to disclose information to authorities. Disclosure may also occur if necessary to establish or defend legal claims.

In connection with processing your personal data provided to us, for example, on our website, we use various data processors, including for sending newsletters. For further information, contact us (see contact details in section 10 below).

4. Consent

When you use our website, we may collect and process your personal data based on your consent, for example, to send newsletters.

Please note that you can withdraw your consent at any time—either by unsubscribing at the bottom of our newsletter or by contacting us. If you withdraw your consent, we will stop processing your personal data unless we are entitled or required to continue processing or storing your personal data, for example, due to legal requirements.

Withdrawal of your consent does not affect the legality of the processing carried out before the withdrawal.

If you withdraw your consent, you cannot fully use the functions and services we offer on our website and through our newsletters.

5. Deletion of Personal Data

Your personal data will be deleted when we no longer need to process it to fulfill one or more of the above-mentioned purposes. However, the information may be processed and stored longer in an anonymized form, or if we are required to do so by law.

6. Security

We have implemented appropriate technical and organizational security measures to ensure an adequate level of security. We do our best to ensure the quality and integrity of your personal data.

We do not disclose your personal data to third parties.

7. Your Rights

You have the right to access the personal data we process about you, with certain exceptions set out in the legislation.

You can object to the collection and further processing of your personal data. Additionally, you have the right to rectify your personal data or ask us to restrict the processing of your personal data.

We will delete or correct incorrect personal data or personal data that has become outdated.

Upon your written request, we will delete the personal data we have registered about you without undue delay, unless we can continue processing based on another ground, for example, if processing is necessary to assert a legal claim or if it is necessary for the conclusion of an agreement with you.

Furthermore, in certain cases, you have the right to receive the personal data we have registered about you in a structured, commonly used, and machine-readable format and to ask us to transmit (transfer) this information to another data controller.

If you wish to exercise your rights as described above, please contact us (see contact details in section 10 below).

In connection with inquiries regarding your rights, we ask you to provide sufficient information for us to process your request, including your full name and email address, so we can identify you and respond to your request. We will respond to your inquiry as soon as possible and no later than within a month.

If you disagree with how we process your personal data or the purposes for which we process the data, you are welcome to contact us for further discussion. You can also file a complaint with:

Datatilsynet
Borgergade 28, 5. sal
1300 København K
Tlf.: 33 19 32 00

8. Links to Other Websites, etc.

Our website may contain links to other websites. We are not responsible for the content of other websites (third-party websites) or the procedures such third parties have for collecting and processing personal data. When you visit a third-party website, you should read the website owner's privacy policy and other relevant policies.

9. Changes to the Privacy Policy

We reserve the right to change this privacy policy due to significant changes in the legislation, new technical solutions, new or improved services, or to improve the website. You will always have access to the latest updated version on our website: www.octopuspms.dk.

10. Correction, Cancellation of Services, etc.

If you want us to update, correct, or delete the personal data we have registered about you, if you no longer wish to use our services, or if you no longer wish to receive information from us, you can contact us as indicated below.

Questions regarding this privacy policy should also be directed to:

OCTOPUS PMS ApS
Gerlachsgade 4,
6400 Sønderborg

Tlf.: 73 700 100
E-mail: support@octopuspms.dk

Version 1.1, april 2020.

