

Privacy Policy

Manga Street respects your privacy.

Manga Street is a Danish-owned company that sells goods to private and public companies (customers) across country borders worldwide. We are subject to European privacy laws and the General Data Protection Regulation (GDPR).

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Customer (you) and your customers

Before, during and upon a sale, we process personal data associated with our customers and personal data as being potential customers.

To manage our customer relationships and to meet our customer obligations, we need information about you and your business as a customer contact, as well as possibly your customer for delivery of our goods.

- (a) To carry out the sales and contract process to Customers
- (b) To provide the requested quotation on products and services to Customers
- (c) To complete deliveries in accordance with agreements entered into with you or Customers
- (d) To provide support to users of our products and services
- (e) To improve and develop the quality, functionality and user experience of our products
- (f) To record any wrong deliveries and to forward goods
- (g) To prevent misuse of our products
- (h) To process orders, invoicing, payments and other financial follow-ups

The legal basis for processing personal data according to the purposes listed above in a-h is based primarily on the fact that we, as a company and from a business perspective, have a legitimate interest in processing your personal data in a manner which, in our belief, does not conflict with your privacy and self-determination rights.

The type of personal data we process and keep for the purposes in a-h and which may be about you and your company may be:

1. Basic contact information, such as name, address, phone number and the email address of you, your company and possibly your customer for delivering the ordered goods.
2. Data about your company, company registration number, title, position, including preferences and interests in a professional context, contracts and cooperation agreements.
3. Feedback, comments or questions regarding our products and services.
4. Photos or videos relevant to our products.
5. Content you sent to us by post, and what we have sent you by post. Or documents we sent to you and your company through our accounting program. Or documents on the delivery of an order through our subcontractor, e.g., freight documents, delivery notes, invoices.
6. Financial information, such as bank account and sort code.

We only keep your personal data for as long as necessary, which means that we keep your personal data for a reasonable period after your, the company's or the customer's last interaction with us. When these are no longer necessary, we delete them. However, we keep this data for a minimum of 5 years, among other things, to comply with Danish accounting law.

In our handling of these procedures (a-h), we use, among other things, an external accounting system, as well as an accountancy firm that is also subject to GDPR legislation.

Business partners, subcontractors in relation to the customer (you)

We use business partners/subcontractors to perform the tasks needed to deliver our goods to the end customer. Manga Street and Manga In may share your personal data with our partners if this is legitimate from a business perspective and is in accordance with applicable data protection laws. For example, if you buy a product or service that we provide through one of our partners/suppliers. In this regard, we and our partner/subcontractor may share personal data to be able to provide the product or service to you as a Customer or directly to your customer. For example, we use delivery notes and consignment notes when goods are transported regionally, nationally and internationally and occasionally by invoices for customs duty when goods cross national borders not in the EU. They all contain information about you - the customer and possibly your customer. Our partners/subcontractors are also subject to GDPR legislation.

Accounting

The purpose of accounting is to comply with the Danish Bookkeeping Act in this context, we store your bank information, contact details, employee pay information, suppliers, distributors, customers and their customers, creditors and debtors.

In our handling of these procedures, we use an external accounting system and an accountancy firm that is also subject to GDPR legislation.

According to Danish accounting law, we store accounting material physically and digitally (internally and externally in the Dinero accounting system) for a minimum of 5 years.

- **5** (Sections 10-13) of the Danish Bookkeeping Act. In general, accounting material shall be kept for **5 years** from the end of the financial year unless a longer period is stated in other provisions.

Staff, owners

We keep your personal data for handling the employment and miscellaneous agreements relating to your employment at our company. We only keep your data for as long as necessary, and this means we keep your personal data for a reasonable period after you leave the company. When these are no longer necessary, we delete them. However, we keep this data for a minimum of 5 years, among other things, to comply with Danish accounting law.

The personal data we process and keep on you as employees/owners for, among other things, paying your salary, is:

Basic contact information, such as name, address, phone number and email, bank details, employment contracts, employment and salary conditions, position category, working hours, pay information, Civil Registration Number, seniority, holiday, sick leave, trade union membership, tax base, pension company and any other personal data that may be necessary for the employment relationship.

We disclose information to various authorities such as the Danish Tax Agency (SKAT), ATP, bank, insurance, the bodies needed generally to payout salary, pension and holiday pay.

In our handling of these procedures, we use an external accounting system, an external payroll system, and an accountancy firm. All of them are subject to GDPR legislation.

We keep contact information about owners, shareholders, and statutory minutes on annual general meetings for a minimum of 5 years.

Fundamental rights

Data controller for Manga Street ApS
Julie Storm Christensen