

Purpose of processing	Categories of individuals	Categories of personal data	The source of the personal data (if applicable)	Categories of recipients	Article 6 lawful basis for processing personal data	Lawful basis reference, legitimate interests for the processing (if applicable)	Article 9 condition for processing special category data	Location of personal data	Retention schedule (if possible)	General description of technical and organisational security measures (if possible)	Name data processor	Names of third countries or international organisations that personal data are transferred to (if applicable)	Safeguards for exceptional transfers of personal data to third countries or international organisations (if applicable)	Additional comments, as legitimate interest
Safety	Visitors	Contact information	The Employee	-	Legitimate interest	It is necessary to perform normal business activities by conducting visits and safeguarding security. Data stored only applies to what is necessary and the minimum of personal data. Data is securely stored with access restriction. Overall, no major intervention is made in the data subject's privacy.		Case/archive	6 months after visit	Secure storage and transfer, backup, access control	Cegal			
Sales	House buyers	Contact information	The Employee	Broker	Legitimate interest	It is necessary to perform normal business activities, such as property sales. Data stored only applies to contact info that is necessary for the activity and only a minimum of personal information. Data is securely stored with access restriction. Overall, no major intervention is made in the data subject's privacy.		Case/archive	2 years after sale	Secure storage and transfer, backup, access control	Cegal			
Marketing	Existing customers	Contact information	The Employee	-	Agreement		-	CRM	6 months after the end of customer relationship.	Secure storage, backup, access control	Cegal	-	-	
Recruiting	Candidates	Contact and identification information	The Employee	-	Consent	-	-	Webcruiter	6 months after the end of recruitment.	Encrypted storage and transfer, backup, access control	webcruiter	-	-	
Recruiting	Candidates	Application with attachments like CV, references and competence diplomas	The Employee	-	Consent			Webcruiter	6 months after the end of recruitment.	Encrypted storage and transfer, backup, access control	webcruiter			
Recruiting	Candidates	Assessments	Own business (NSE)	-	Consent			Webcruiter	6 months after the end of recruitment.	Encrypted storage and transfer, backup, access control	webcruiter			Vendor obtains consent. NSE relate to this.
Customer management	Customers	Contact information	Customer	-	Agreement			Case/archive	6 months after ended co-operation	Secure storage, backup, access control	Cegal			
Supplier/sub-contractor management	Supplier	Contact information	Supplier / Sub-contractor	-	Agreement			Case/archive	6 months after ended co-operation	Secure storage, backup, access control	Cegal			
Marketing	Potential customers	Contact information	Supplier / Sub-contractor	-	Legitimate interest	It is necessary to be able to perform regular business activities, such as property sales. Data stored applies only to contact information that is required for the activity and only kept to a minimum of personal data. E-mails will only be sent in accordance to the Norwegian Marketing Control Act. The Data is stored securely with access restrictions and in a way that safeguards the privacy of the data subject.	-	CRM	Ongoing based on the registrated request	Secure storage, backup, access control	Cegal	-	-	Section 15 of the Marketing Act requires consent if one wishes to market electronically to persons who are not customers
Personnel administration	Next of kin	Next of kin information	The Employee	-	Legitimate interest	It is necessary to protect employees by notifying the next of kin if something happens to them during their work. Data stored only applies to what is necessary and the minimum of personal data. Data is securely stored with access restriction. Overall, no major intervention is made with the employees privacy.		OCS/archive	6 months after termination of employment	Encrypted storage and transfer, backup, access control	Mintra Group			