

# Nordic Test Forum Privacy Policy

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Nordic Test Forum (NTF) is a society for test professionals in the Nordic Countries & Baltic States within the field of testing of electronics, primarily production related testing. The NTF privacy policy, including how we collect and use personal data when you register for membership, our events or access our website is explained below

## What data do we collect?

NTF collects the following data:

- Personal identification information (Name, company affiliation, email address, phone number, etc.)
- Marketing data for use in inviting people for our events, e.g. TestForum events.
- Bank details will be collected in conjunction with registration for participation in NTF events. Banking details is handled by our secretarial organization, CHAMAJ Consult ApS, see section on “How do we store your data?”

## How do we collect your data?

You directly provide NTF with most of the data we collect. We collect data and process data when you:

- Register online or place an order for participation in events that NTF offers, e.g. Test Forum events of specific seminars.
- Register as member for the NTF organization
- Voluntarily complete a customer survey or similar public surveys or provide feedback on any of our message boards or via email.
- Use or view our website via your browser’s cookies.

NTF may also receive your data indirectly from NTF board members or others, who recommend you for our events, typically as proposed speaker, exhibitor or panelist in a panel at NTF events.

## How will we use your data?

NTF collects your data so that we can:

- Process your registration for events and manage your account.
- Email you with details of events or special information relating to NTF activities we think you might like including information on events, including Test Forum, specific seminars, Annual General Meeting (AGM), etc.

When NTF, or the secretarial organization that we employ for conducting secretarial functions for us, processes your order, we may send your data to, and also use the resulting information from, credit reference agencies and/or banks to prevent fraudulent purchases.

## How do we store your data?

NTF securely stores your data relating to event registration data (name, affiliation, address, Email and telephone No., credit agencies/bank information, etc.) at our secretarial organization, currently CHAMAJ Consult ApS, Skovgraensen 3, DK-2960 Rungsted Kyst, Denmark.

Member list data is stored at our web site provider and include data such as name, affiliation, address, Email and telephone No.

Board members of NTF may have a need-to-know based access to your data such as: Name, affiliation, Email and telephone No. for the purpose of organizing NTF events, but not to credit references such as credit agencies, bank details, etc. A list of NTF board member can be found on the NTF web site.

NTF will keep your data for marketing purposes until you opt out of NTF. All other information is kept for a period of 5 years or until you request such data deleted from our records, except for data requested by law (e.g. for tax purposes or others) to be recorded. Once this time period has expired, we will delete your data or request in writing your accept to maintain the data for an extended period.

NTF does not share your data with any other organization than with our secretarial organization, currently CHAMAJ Consult ApS, Skovgraensen 3, DK-2960 Rungsted Kyst, Denmark.

## Marketing

NTF would like to send you information about NTF events or NTF co-sponsored events that we think you might like.

If you have agreed to receive marketing information, you may always opt out at a later date.

You have the right at any time to stop NTF from contacting you for marketing purposes or giving your data to the secretarial organization that we employ for such operation.

If you no longer wish to be contacted for marketing purposes, please send an Email to [birger.schneider@nordictestforum.org](mailto:birger.schneider@nordictestforum.org)

## What are your data protection rights?

NTF 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 NTF for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that NTF corrects any information of yours in the possession of NTF that you believe is inaccurate. You also have the right to request NTF to complete such information related to you that you believe is incomplete.

**The right to erasure** – You have the right to request that NTF erases your personal data, under certain conditions.

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

**The right to object to processing** – You have the right to object to NTF's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that NTF transfers the data that we have collected related to you to another organization, or directly to you, under certain conditions. We may charge you a small fee for this service.

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 our email:

Email us at: [birger.schneider@nordicestforum.org](mailto:birger.schneider@nordicestforum.org)

## Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

## How do we use cookies?

NTF may use cookies to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website
- Register your interest in NTF

## What types of cookies do we use?

There are a number of different types of cookies. At the NTF website we may at our discretion use cookies for:

- **Functionality** – NTF may use cookies so that we recognize you on our website and remember your previously selected preferences. These could include the location you are in. A mix of first-party and third-party cookies may be used.
- **Advertising** – NTF may use cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address.

## How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, as a result some of our website features may then not function, when using our website.

## Privacy policies of other websites

The NTF website 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

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on March 16, 2020.

## How to contact us

If you have any questions about NTF's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [birger.schneider@nordicestforum.org](mailto:birger.schneider@nordicestforum.org)

## How to contact the appropriate authority

Should you wish to report a complaint or if you feel that NTF has not addressed your concern in a satisfactory manner, you may contact the NTF Data Protection Officer:

Email: [birger.schneider@nordicestforum.org](mailto:birger.schneider@nordicestforum.org)