

# TON's privacy policy

**At TON we pay great attention not only to your furniture, but also to how we manage your personal information. In doing so we are guided by relevant legislation, and, more importantly, by our interest to eliminate all risks associated with processing your personal data. Our Privacy Policy summarises all relevant information relating to personal data management.**

1. The TON Group (further only TON), comprising affiliated companies that act as the joint controller of personal data, processes personal information of employees, customers and business partners only as absolutely necessary.
2. In relation to employees, absolutely necessary information is information required to meet TON's legal obligations as an employer. In relation to customers, absolutely necessary information is information required to conclude a sales contract and to deliver ordered goods to a designated address.
3. We send marketing materials to our existing customers and to other interested parties who have given their permission to receive such materials. We keep records of the permissions we have received.
4. At any time an individual or a company receiving our marketing materials may request that these materials no longer be sent. Once this request is made, we stop sending our marketing materials to the designated address.
5. We value the rights of everyone whose personal information we have and we are ready at any point to provide information about the data we hold as required by the General Data Protection Regulation (GDPR). Anyone requiring information regarding TON's use of personal data can complete the following request:  
<https://www.ton.eu/root/content/gdpr/form-en.pdf>
6. We store your personal information securely by keeping our physical, technical and ICT infrastructure up to date.
7. Access to personal data is provided only to select TON employees who need it as part of the production and sales process.
8. TON is actively seeking the most secure systems for the protection of personal information and to this end we are implementing the latest version of Microsoft Dynamics NAV 2018, which corresponds with the requirements outlined in GDPR. To ensure security of access and day-to-day use within the company computer network, we regularly update our firewall.
9. TON employees have been trained in data protection issues through workshops and through the company's newly released directive on personal data protection.
10. TON is continuing to implement measures identified in the company's internal analysis of GDPR requirements, which will lead to on-going improvements in data security management.