

Privacy and processing of personal data

For Swedecote AB, personal privacy is something we take extremely seriously. That's why we always strive to achieve a high level of data protection. In this policy, we explain how we collect and use personal data. We also describe your rights and how you can enforce them.

You are always welcome to contact us if you have any questions about how we process your personal data.

You can find our contact details at the end of this text.

What is "personal data" and what is "personal data processing"?

Anything that, either directly or indirectly, can be attributed to a physical living person is covered by the concept of "personal data". This not only includes name and personal ID number, but also pictures and e-mail addresses.

"Personal data processing" is everything that happens to personal data in IT systems, regardless of whether this processing is done on mobile devices or in computers. This covers, for example, collection, registration, structuring, storage, processing and transfer. In certain instances, actions that take place outside IT systems may also be regarded as processing. One such instance is registers.

Personal data manager

Processing that takes place within Swedecote AB, corporate ID no. 556207-9987, Box 110, SE-565 23 Mullsjö, Sweden.

What personal data do we collect about you and why?

General

The main items of personal data we process are your name, your e-mail address, your telephone number and your job.

We process your personal data in order to provide the products and services you have requested. We will also process your personal data in order to nurture and administer our relationship with you, and, where applicable, to administer the agreement with you or your employer.

In addition, we may use your personal data to inform you about products and services we offer that you may find interesting.

If you are a professional user, data analysis and processing (including for the purposes of profiling) that we conduct as part of the above, such as information in connection with the ordering of products or services, will take place. The purpose of this is to give you more tailored and relevant information.

Swedecote AB always processes your personal data in accordance with applicable legislation. We process your personal data when doing so is necessary in order to satisfy the terms of an agreement with you, to respond to your request for a service, or when we have another legitimate interest in processing your personal data, e.g. to market our services.

Should Swedecote AB process your personal data for any purpose that requires your consent, we will obtain your consent in advance. It may be mandatory to provide certain types of personal data, e.g.

to enable us to provide a service or fulfil another request from you. In such instances, this will be specified or stated when the data is collected.

For employees in customer or supplier companies

We may process personal data of employees in these companies in ways other than those mentioned above. Primarily, this applies to procurement, deliveries and to various contact persons. Information about contact persons may be required in order to deal with questions associated with them. For example, this may concern contact persons associated with negotiations or information pertaining to procurements and deliveries with various working groups.

From which sources do we collect personal data?

We collect personal data when, for example, you specify your information in connection with procurements or purchases of our services.

Who may we share your personal data with?

Personal data assistants

In some situations, it will be necessary for us to engage the services of third parties in order to be able to carry out our work. These third parties are various IT services providers and are regarded as our personal data assistants.

Swedecote AB is responsible for signing agreements with all personal data assistants and giving instructions as to how these process personal data. Of course, we check all personal data assistants in order to ensure that they can provide adequate guarantees in respect of the security and confidentiality of personal data.

When personal data assistants are engaged, it is done solely for purposes that are compatible with the purpose of processing that we ourselves would undertake.

Independent personal data managers

We also share your personal data with certain parties who act as independent personal data managers. These may include government authorities, such as the Swedish Tax Agency, and other companies. Certain items of data must be provided for statistical purposes.

When your personal data is shared with an independent personal data manager, it is subject to the organisation's privacy policy and personal data processing rules.

Swedecote AB also release personal data to third parties, such as the Police or other authority, if such data is necessary to facilitate the investigation of a crime or we are otherwise obliged to divulge by law or official decision.

Where do we process your personal data?

We always strive to ensure that your personal data is processed within Sweden/EU/EEA, but sometimes this is not possible.

For some IT support, data may be transferred to a country outside Sweden/EU/EEA. This applies, for example, if parts of your personal data are held by a personal data assistant that, either itself or through a sub-contractor, is established or stores information in a country outside Sweden/EU/EEA. As a personal data manager, we are responsible for taking all reasonable legal, technical and

organisational steps to ensure that this processing is done in accordance with provisions applicable within Sweden/EU/EEA.

Where personal data is processed outside Sweden/EU/EEA, the protection level is guaranteed either through a decision by the European Commission that the country in question employs an adequate level of protection, or through the use of “appropriate protection measures”. This includes “Privacy Shield”, the use of “Binding Corporate Rules”, and various agreement solutions. If you would like further information about these protection measures, please get in touch with us. Standardised model clauses for data transfer that have been adopted by the European Commission are also available from the Commission’s website.

How long do we keep your personal data?

We never keep your personal data longer than is necessary for each purpose. We have produced clearing procedures in order to ensure that personal data is not kept any longer than is required for the specific purpose. How long this is varies depending on the reason for processing. Certain financial data must, due to legislative requirements, be kept for at least 7 years.

What are your rights as a registered individual?

As a registered individual, you have, in accordance with applicable legislation, several rights. For information about how to manage your rights, see “Managing your rights” later in this text. A list of registered individuals’ rights is given below.

Right to register extract (right to access)

If you want to know what personal data we hold about you, you may request access to that data. When you submit such a request, we may ask a number of questions in order to ensure that your request is processed efficiently. We will also take steps to ensure that the data is requested by and issued to the right person.

Right to correction

If you find there are errors in your data, you are entitled to request that these are corrected. You may also supplement any incomplete items of personal data.

In certain cases, you may make the corrections yourself, and we shall tell you if this is possible.

Right to deletion

You can request that we delete the personal data we process about you if:

The data is no longer necessary for the purposes it was processed for.

You object to a weighing up we have done based on our legitimate interest, where your reason for objection outweighs our legitimate interest.

The personal data is processed in an unlawful manner.

The personal data collected relates to a child (aged under 13) for whom you have parental responsibility.

The data has been collected with your consent and you want to withdraw that consent.

However, we may be entitled to refuse your request if there are legal obligations that prevent us from immediately deleting certain items of personal data. It may also be the case that processing is necessary in order for us to establish, enforce or defend legal claims.

If we are prevented from deleting your personal data, we will block that data from being used for purposes other than that which prevented the data from being deleted.

Right to limitation

You are entitled to request that our processing of your personal data is limited. If you believe that the personal data we process is inaccurate, you may request a limited processing during the time we need in order to check whether the personal data in question is accurate.

If, and when, we no longer need your personal data for the stated purposes, our normal procedure is to delete the data in question. If you require this data in order to be able to establish, enforce or defend legal claims, you may request limited processing of the data we hold. This means that you can request that we do not clear and delete your data.

If you have objected to an assessment of a legitimate interest that we have done as a legal basis for a particular purpose, you may request limited processing during the time we need in order to check whether our legitimate interests outweigh your interests of having the data deleted.

If processing has been limited by any of the situations mentioned above, we may only, in addition to storage, process data in order to establish, enforce or defend legal claims, to protect the rights of another party or in case you have given your consent.

Right to object to certain types of processing

You are always entitled to object to all processing of personal data that is based on a weighing up of interests. You are also entitled to opt out of direct marketing.

Right to data portability

As a registered person, you are entitled to data portability if our right to process your personal data is based either on your consent or the fulfilment of an agreement with you. A prerequisite for data portability is that the transfer is technically possible and can be done automatically.

Managing your rights

Applications to view register extracts or to invoke any of your other rights must be made in writing and physically signed by the person to whom the extract refers. We will respond to your requests without unreasonable delay and no later than within 30 days. Download the document, answer the questions and sign it. Then e-mail the completed document to info@swedecote.se.

How do we process personal ID numbers?

As far as possible, we avoid processing personal ID numbers. However, processing this sort of data may sometimes be justifiable in order to obtain a reliable identification.

How is your personal data protected?

We actively work to ensure that your personal data is processed in a secure manner. We do this by using both technical and organisational protection measures.



Supervisory authority

The Swedish Data Inspection Authority (which will soon change its name to the Swedish Privacy Protection Authority) is the authority responsible for monitoring the application of data protection legislation in Sweden. If you believe we have acted incorrectly, contact the Swedish Data Inspection Authority, see datainspektionen.se.

Contact us if you have any questions about how we process personal data!

If you have any questions about how we process personal data or have a request in accordance with the rights described above, you are always welcome to contact us at: info@swedecote.se, or via telephone on +46 (0)10 471 31 00

Our privacy policy is subject to change. The latest version of our privacy policy is always available from the website.