

# Processing of personal data

Date: 23/04/2021

Applies to: EcoGuard

Responsible: Björn Fagerdahl, CEO

Approved by: Björn Fagerdahl, CEO

## Integrity policy

EcoGuard AB will always follow applicable laws relating to integrity, including the EU General Data Protection Regulation (2016/679/EC), which became applicable on the 25th of May 2018. This integrity policy informs you of how we use personal data that is submitted to us or that is collected. This policy is available at [www.ecoguard.se](http://www.ecoguard.se).

Eco Guard AB will not disclose personal data to third parties without prior consent, unless specifically stated herein. EcoGuard AB may process your personal data if you enter into an agreement with EcoGuard AB, or prior to EcoGuard AB entering into an agreement with you. Furthermore, EcoGuard AB may process your personal data if you represent a legal entity that EcoGuard AB has entered into an agreement with or may enter into an agreement with.

**EcoGuard AB may, for example process some or all of the following personal data:**

- Name
- Personal identity number
- Address
- E-mail address
- Telephone number (mobile and/or landline)
- Your employer, your title

If you contact EcoGuard AB via telephone, letter or e-mail, then we may also store the correspondence, which may contain personal data.

## **Purpose of and legal basis for processing**

EcoGuard AB processes your personal data in order for EcoGuard AB to be able to fulfil agreements that are entered into between you and EcoGuard AB, or to act on your behalf before the agreement is entered into (EU General Data Protection Regulation, Article 6.1 b). Furthermore, EcoGuard AB has a legitimate interest to process your personal data to provide information and for marketing with respect to EcoGuard AB and the business it conducts (EU General Data Protection Regulation, Article 6.1 f).

You always have the right to decline marketing from us by using the link that always appears on the e-mails we send out, or by contacting us as per below. Furthermore, EcoGuard AB will process your personal data to the extent EcoGuard AB is obligated to do by law or a decision from the authorities (EU General Data Protection Regulation, Article 6.1 c). To enter into an agreement with EcoGuard AB it is a prerequisite that you supply the requested personal data. EcoGuard AB cannot enter into an agreement with you or the legal entity you represent without this data.

### **Data recipients**

EcoGuard AB may allow the data processor to process personal data, partly through storage of data and partly through operation and support of our systems. The data processor may read, organise and transfer personal data in accordance with instructions from EcoGuard AB. The data processor only stores your personal data on servers that are located within the borders of the EU and EEA and that are controlled by the data processor. In case the personal data is transmitted to a third country, this will only take place to such a country where the EU Commission has decided that an adequate level of protection exists, or to another country if suitable security measures have been taken in accordance with the EU General Data Protection Regulation, such as e.g. the receiving organisation or company has joined the EU-US Privacy Shield, or that standardised data protection regulations have been adopted.

### **Storage and processing**

EcoGuard AB will process your personal data on account of the agreements entered into during the term of the agreement and during the period thereafter that is necessary to fulfil all obligations under the agreement between you and EcoGuard AB. EcoGuard AB will then save such data that EcoGuard AB is liable to save by law, during the period that the law or decision by the authorities stipulates, such as bookkeeping material. EcoGuard AB saves contact details for marketing and information purposes. EcoGuard AB saves such data for a maximum of two years from the date the data was provided. If the data was provided prior to 25 May 2018, then the data will be saved for two years from the date. If you no longer wish to have such marketing and information, then you can notify us of this and we will then delete the personal data that is processed for this purpose.

### **Your rights**

You have the right to request confirmation that EcoGuard AB processes your personal data, and access to this personal data, in a manner stated in the EU General Data Protection Regulation.

Furthermore, you have the right to request rectification of your personal data and erasure of personal data or limitation of the processing (if the grounds apply according to the EU General Data Protection Regulation). Furthermore, a right exists for you to receive the personal data that you have provided in a structured, commonly used and machine-readable format (portability). You also have the right to submit a complaint concerning our processing of your personal data to the supervisory authority, [www.datainspektionen.se](http://www.datainspektionen.se).

## **Security**

EcoGuard AB processes your personal data in a manner that fulfils the principles stated in the EU General Data Protection Regulation (Article 5). EcoGuard AB process your personal data in a manner that ensures appropriate technical and organisational measures are taken to protect your personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage. EcoGuard AB uses secure servers where your personal data is processed and limits access to personal data within the organisation. The authority to receive access to personal data is only given to individuals within the organisation, and to the data processor and their sub-processors, with the sole purpose of these persons being able to perform their tasks.

## **Amendments to this privacy policy**

EcoGuard AB reserves the right to amend this integrity policy as needed, for example, in order to follow changes to laws and regulations. Any such change will be published on EcoGuard ABs website.

## **Contact details**

EcoGuard AB. Klerkgatan 18, 702 25 Örebro.

[info@ecoguard.se](mailto:info@ecoguard.se)

[www.ecoguard.se](http://www.ecoguard.se)