

Hifab's policy on processing of personal data

Information according to EU General Data Protection Regulation 2016/679 /EC.

Hifab is responsible for the collection of personal data we receive from contacts in connection with assignments or which are otherwise processed when contracts are prepared or administered. Hifab is also responsible for personal data collected for marketing purposes.

Hifab will always comply with applicable privacy laws, as well as ensure that personal information is treated confidentially.

Hifab may process the following personal data:

- Name
- Address
- Phone number
- Email address
- Postal address
- Name and address of employer/customer
- At events: Requests for special diets or other information that is specified by yourself

If you contact Hifab by telephone, email or regular mail, we may store notes or correspondence, which may contain personal data, if such information is part of an ongoing or future assignment that we lead.

Lawful processing of data

Hifab handles your personal data as follows:

- We process your personal data lawfully, accurately and in a transparent manner.
- We collect your personal data according to the purposes stated in this policy, and will not process your personal data in any way incompatible with these purposes.
- We collect and process personal data that is adequate, relevant and necessary for the purposes for which they are collected and used.
- We process your personal data only for as long as it is necessary for the purposes for which it was collected.
- We handle accurate data/information. Hifab will update and modify data as soon as Hifab becomes aware of any inaccuracies.

In accordance with the applicable obligations, Hifab will save your personal data for a period of time that is adequate according to the issue.

Data processed for the purpose of developing, analysing and marketing Hifab's activities is stored for a period of 3 years after the last contact. If you unsubscribe from newsletters or similar, the information you provided will be deleted immediately.

Legal basis and purpose

Hifab collects and processes your personal data in order to fulfil our commitment in cases where Hifab has established an assignment contract with you, as well as managing the assignment and protecting your interests, in accordance with the General Data Protection Regulation.

Hifab may further process your personal data, primarily email and phone, to disseminate information about Hifab's business, news that we consider to be of interest to you or for marketing to others, as carried out in accordance with a balance of interests conducted under the General Data Protection Regulation. You are always entitled to decline to direct marketing.

The data can also be used in Hifab's business development and in analysis of our activities, e.g. through market analysis, statistics and risk management. The data processed in this way is treated on the basis of our legitimate interest in developing the business and communicating with our contact network, according to the General Data Protection Regulation.

Furthermore, Hifab may in addition to the above, use your personal data to the extent that Hifab is obliged to do so by law or at the request of public authorities, pursuant to the General Data Protection Regulation.

Data Processor

Hifab employs a Data Processor who processes all personal data through the storage of data and the operation of our systems. The Data Processor may in some cases read personal information, for example when our IT systems needs maintenance or other technical support. Our Data Processor is subject to strictly agreed confidentiality.

Our collected data is stored and processed only on servers located within the EU/EEA. We may send your personal data to third countries (countries outside the EU/EEA), only if the transfer is necessary for the completion of an agreement between you and Hifab, or for implementing measures that precedes such an agreement at your request.

Security

Hifab takes appropriate technical and organisational measures to prevent unauthorised or illegal processing and access, loss, destruction or damage to personal data, thereby ensuring an appropriate level of security.

Your rights

You have the right to:

- get confirmation if we process your personal data, and if so, access to it according to the law,
- request that we rectify your personal data,
- request that we erase your personal data if there are no legal reasons to continue using it,
- request that we limit the processing of your personal data, unless there are legal grounds for continuing the processing,
- request to extract personal data that concern you and that you have provided us, in a structured, widely used and machine-readable format (data portability).

You also have the right to file complaints about our processing to the supervisory authority, www.datainspektionen.se.



Please note that, in order to ensure that the right person submits a request for action according to the above, we will have to conduct an identity check.

Changes to this Privacy Policy

Hifab reserves the right to change this privacy policy as necessary, for example to comply with changes in laws and regulations. Changes will be published on Hifab's website.

Contact

If you have questions about how we process your personal data, please contact us at the following email address: hifabgroup@hifab.se