

# PRIVACY POLICY

## THE WEST SWEDEN CHAMBER OF COMMERCE AND YOUR PERSONAL INTEGRITY

Personal integrity is important to us at the Chamber of Commerce and we are responsible for the personal information that our members and others provide us with. This privacy policy describes how the Chamber of Commerce processes your personal data. Västsvenska Handelskammaren Service AB, org no. 556063-6796, is the personal data controller for your personal data and thus responsible for data being processed in a legal manner.

### TO WHOM DOES THIS PRIVACY POLICY APPLY?

This policy applies to our customers, participants in networks and training courses, consultants, collaborative partners and visitors to our websites. It also applies to the use of our services. Personal data is information that, individually or in combination with other data, can be used to identify a physically living person.

It can, for example, be a name, home address, email address, photograph, or telephone number.

### WHY WE COLLECT PERSONAL DATA AND HOW WE PROCESS IT

Our purpose for collecting personal data when registering for activities is to enable us to fulfill the agreement you have entered into or wish to enter into with us regarding, among other things, network groups, seminars and training courses.

We also collect information from you for our legitimate interest in being able to provide you with relevant information through our newsletters and other relevant information about what we offer. In addition, we may use your information for our legitimate interest in developing our business by sending you member surveys.

We save your data for as long as is necessary to fulfill the purpose of processing the data. Some data may be stored for a longer period to meet certain legal requirements. According to Swedish accounting laws, for example, certain information is required to be stored for 7 years. Other information that we do not need to store for a certain time according to current legislation is stored as long as you are a customer with us or as long as it is necessary to fulfill the purpose for which your data is being processed.

## HOW WE COLLECT YOUR PERSONAL DATA

Your personal data is mainly collected by you providing information to us. In this way, you can decide for yourself which information you want to disclose. We may ask for your personal data in the form of name, email address and telephone number.

In some cases, we collect your sensitive personal data (for example special dietary requirements) with your consent, in order to provide you with the appropriate food during an event. You have the right to withdraw your consent at any time. You do this by contacting us. See below for our contact details. Information about possible dietary requirements is deleted when it is no longer needed.

## COOKIES

The West Sweden Chamber of Commerce website uses small text files, so-called cookies, to facilitate your browsing on the site. They are primarily used to collect statistics and to improve your experience as a user of the site. A cookie could, for example, be created and saved on your browser when you make a choice on our website.

If you do not want your visits to our website to appear in Google Analytics statistics, you can install an add-on in your browser. The extension is available for Internet Explorer, Chrome, Firefox, Safari and Opera browsers [here](#). Note that if you block all cookies (including strictly necessary cookies) you may not be able to access all or parts of our website.

We use cookies from third parties. As a result, your personal data may be processed in a country outside the European Union (EU) or the European Economic Area (EEA). The level of legal protection for personal data may differ in these countries and may not provide the same level of protection as data protection legislation in the EU/EEA. If information is transferred outside the EU/EEA, we will take appropriate measures to keep your

information secure. You can contact us if you have any questions about the measures taken to protect your personal data outside the EU/EEA.

Through various services, we also use cookies for remarketing. Remarketing involves interest-based advertising, in other words, your behavior on our website can be used for targeted advertisements on other websites. Data from a third-party cookie is used for this purpose.

If you wish to change your remarketing settings or opt out of cookies used for interest-based advertising by Google, you can do so [here](#).

More specific information about cookies can be found [here](#).

## HOW THE WEST SWEDEN CHAMBER OF COMMERCE PROTECTS YOUR DATA

The West Sweden Chamber of Commerce protects your personal data through a combination of technical and organizational solutions. Access systems are required on all computers and telephones that handle personal data. We use encryption to protect your data. We review our procedures for the collection, storage and other processing of personal data, with the aim of protecting against unauthorized access to systems. The personal data that is recorded on paper in binders and the like is stored in locked cabinets.

## WHICH PARTIES CAN SEE YOUR PERSONAL INFORMATION

Your personal data is processed by the West Sweden Chamber of Commerce and the companies that act as personal data assistants for the West Sweden Chamber of Commerce. We do not disclose your personal data to any other companies unless we are required to according to law, regulations or authority decisions, or to protect our rights or the rights of third parties.

Data is only forwarded to third parties (companies) if required to provide a service.

## HOW LONG IS DATA STORED?

We process different categories of personal data with different purposes and legal grounds. According to Swedish accounting laws, for example, we must store certain data for 7 years. Therefore, storage times differ depending on the purpose for which we process your personal data.

## YOUR RIGHTS

- You have the right to receive information about what personal data has been collected about you.
- You have the right to request correction if we have incorrect information registered about you.
- You have the right to be deleted from our systems under the following conditions:
  - the data is no longer needed for the purpose for which it was originally intended or
  - if the personal data has been processed incorrectly
- If the data has been saved with your consent, you have the right to withdraw consent at any time. Contact us and we will help you.
- You have the right to request the transfer of the personal data you have provided if you have consented to the processing or if you have an agreement with the personal data controller (data portability).

The right to be deleted does not apply if we are obliged by law (for example accounting laws) to keep the data. The right to data portability only applies if the transfer is technically feasible.

### **Changes to the privacy policy**

We will update this policy when necessary. We therefore recommend that you stay updated on our policy in order to know how we handle your personal data.

## WOULD YOU LIKE TO KNOW MORE?

If you have questions regarding the handling of personal data as described above, please contact The West Sweden Chamber of Commerce's customer contact via this email » [gdpr@vastsvenskahandelskammaren.se](mailto:gdpr@vastsvenskahandelskammaren.se)

If you believe that your personal data has been handled incorrectly by us, you can also contact The Swedish Authority for Privacy Protection by contacting [imy@imy.se](mailto:imy@imy.se)

