

## **Information regarding the processing of personal data regarding suppliers' employees**

Kungl. Vetenskapsakademien (The Royal Swedish Academy of Sciences) (“**KVA**”), corporate identity number 262000-1129 (“we”, “us” and “our”), with postal address Box 50005, 104 05 STOCKHOLM, is the data controller for the processing of your personal data and is dedicated to the protection of your personal integrity. Our ambition is to always protect your personal data in the best way possible and to comply with all applicable data protection laws and regulations. Through this privacy policy we wish to inform you of how we process your personal data in your role as employed by one of our suppliers.

### **Categories of personal data we process concerning you**

The personal data we process concerning you are your name and contact details.

### **Purpose and legal basis for processing your personal data**

*We process your personal data for the following purposes on the basis of a legitimate interest:*

- Administering the contractual relationship, including invoices and payments.
- Administering deliveries.
- Contact and communication.

Our or a third party's legitimate interest of processing your personal data on the basis of a balance of interests is to be able to administer our contracts and to fulfil our obligations towards our suppliers/your employer.

### **From which sources do we collect your personal data?**

We collect your personal data from your employer in connection to the business relationship that exists between us and your employer.

### **Who may get access to your personal data?**

Your personal data may be shared with parties that process personal data on our behalf, i.e. data processors. Our IT and system providers, partners and other suppliers may get access to your personal data.

Your personal data may also be shared with the following parties that are independent data controllers when processing your personal data:

- Partners.
- Other suppliers.

#### **Transfers of personal data to third countries**

As a general rule, we and our suppliers and partners process your personal data only within the EU/EEA. In cases where personal data are processed outside the EU/EEA, we base the processing either on a decision from the European Commission that the relevant third country ensures an adequate level of protection, or appropriate safeguards, e.g. standard data protection clauses, binding corporate rules, or Privacy Shield, to ensure that your rights are protected. If you wish to receive a copy of the safeguards taken by us or information regarding where these safeguards have been made available, please contact us by using the contact details stated below.

#### **How long do we keep your personal data?**

We never process your personal data for a longer period than is allowed by applicable law, regulation, case law or authority decision. Personal data that we process on the basis of a balance of interests are normally processed for the period that is necessary to administer the contractual relationship, exercise our rights and fulfil our obligations towards your employer. Generally, we cease to process your personal data when the contractual relationship with your employer expires or when you end your employment. To comply with legal obligations, e.g. the requirements of the Swedish Accounting Act (1999:1078), we may keep your personal data for a longer period that is necessary for the purposes of the processing.

#### **Your rights**

In accordance with applicable data protection regulation, you have the right to request access to the personal data we process regarding you, and have the right to request rectification of your personal data.

Under certain circumstances, you are entitled to request the erasure of your personal data or restriction of the processing of your personal data or object towards our processing of your personal data. Furthermore, under certain circumstances, you are entitled to receive the personal data concerning you in a structured, commonly used and machine-readable format and have the right to transmit the personal data to another data controller.



If you have any complaints regarding our processing of your personal data you have the right to lodge a complaint with the Swedish supervisory authority Datatillsynen or any other competent supervisory authority that monitors enterprises' processing of personal data.

#### **Contact us**

If you wish to exercise your rights in accordance with what is stated above or otherwise wish to contact us regarding our processing of your personal data you can contact us by telephone +46 8 673 95 00, or email [kva@kva.se](mailto:kva@kva.se).

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*This information regarding the processing of personal data was adopted by the Secretary General of Kungl. Vetenskapsakademien on 15 May 2018.*