

## **Introduction**

We at Kviberg Skidanläggning AB protect your privacy. In this document we describe how we process your personal data and we recommend that you read the information carefully. If you have any questions, please feel free to contact us.

### **What is personal data and what does the processing of personal data mean?**

Personal data is something that can directly or indirectly identify a physically living person. Examples of personal data or information that, in combination with other information, can become personal data are name, address, telephone number and e-mail address and information about IP numbers.

A processing of personal data includes all handling of personal data, for example; collection, forwarding, analysis, registration and storage.

### **Which categories of personal data do we process?**

We process the data provided to us, for example name, social security number, telephone number, e-mail, address, year of birth, work experience, housing preferences and/or other information that you have provided to us or that is necessary for us to fulfill our commitments towards you.

### **Who is responsible for your personal data?**

Kviberg Skidanläggning AB, organisation number: 559148-3382, Box 3194, 400 10 Gothenburg is responsible for personal data unless otherwise stated.

### **Why do we process your personal data?**

We process your personal data to fulfill our commitments towards you and to be able to offer good service and well-functioning, efficient and simple services. Below follows the purposes for which we process your personal data, the types of personal data we process, based on which legal basis and how long we store the data.

#### **Member register**

If you are a member, we process your personal data for the following purposes:

- Because you have applied for and been approved as a member of the business run by Kviberg Skidanläggning AB

Types of personal data: First and last name, address, e-mail, telephone number and year of birth.

Legal basis: Consent. Storage period: Until consent is withdrawn or the business has ceased.

- So that we can keep statistics and do market analyses.

Types of personal data: First and last name, address, e-mail, phone number, year of birth and in some cases there are specific requests regarding housing. Legal basis: Legitimate interest. Storage period: Up to 2 years after termination of membership.

#### **Partnership**

If you sponsor or are a partner of Kviberg Skidanläggning AB, we process your personal data for the following purposes:

- Because you agreed on sponsorship/partnership with Kviberg Skidanläggning AB.

Types of personal data: Association or organization name, sponsorship amount, contract period, contact person, e-mail and telephone number of contact person.

Legal basis: Agreement.

Storage period: Until the application is processed.

- To be able to fulfill other laws and requirements, e.g. the Accounting Act. Types of personal data: Association or organization name, sponsorship amount, contract period, contact person, e-mail and phone number of contact person. Legal basis: Legal obligation.

Storage period: 7 years.

### Job application

If you applied for a job at Kviberg Skidanläggning AB, we process your personal data for the following purposes:

- Because you applied for a job with us via a specific advertised position

Types of personal data: First and last name, telephone number, information from Facebook or LinkedIn if you choose to connect your Facebook or LinkedIn to our career page and other information that you choose to have in your resume

Legal basis: Agreement

Storage period: Until the position is filled

- If you have applied for a specifically advertised position with us, your personal data is also processed in order to respond to any complaints against employment decisions.

Types of personal data: First and last name, phone number, information from Facebook or LinkedIn if you choose to connect your Facebook or LinkedIn to our career page and other information that you choose to have in your resume.

Legal basis: Legitimate interest.

Storage period: 2 years after employment decision

### Collaborative partners

If you are a supplier, consultant or subcontractor to Kviberg Skidanläggning AB, we process your data for the following purposes:

- Because we are always looking for interesting partners for our projects

Types of personal data: First and last name, e-mail, telephone number, title and regional affiliation of contact persons.

Legal basis: Legitimate interest.

Storage period: Until the data has become out of date or until you notify us that you do not want further contact with us.

- Because we have an ongoing collaboration with each other.

Types of personal data: First and last name, email address, telephone number, photos, title and regional affiliation of contact persons.

Legal basis: Agreement. Storage period: As long as a contractual relationship exists.

- Because you have previously collaborated with us.

Types of personal data: First and last name, email address, telephone number, title and regional affiliation of contact persons.

Legal basis: Legitimate interest.

Storage period: Until the data has become out of date or until you notify us that you do not want further contact with us.

- To be able to fulfill other laws and requirements, e.g. the Accounting Act. Types of personal data: First and last name, email address, telephone number.

Legal basis: Legal obligation.

Storage period: 7 years.

## Photographs

It may happen that we process photographs of you for the following purposes:

- Because you have participated in one of our events

Types of personal data: Photos.

Legal basis: Consent or agreement.

Storage period: Until consent is withdrawn or according to the agreed time.

- For you to be portrayed or interviewed in connection with one of our projects

Types of personal data: First and last name, housing situation, family, photos of the interviewee and possibly family members as well as other information that you choose to provide to us during the interview.

Legal basis: Consent.

Storage period: Until consent is withdrawn.

## In contact

If you contact us, we process your personal data for the following purposes:

- Because you have contacted us via our contact form on our website.

Types of personal data: Company name, contact person's first and last name, e-mail and other information that you choose to provide to us.

Legal basis: Consent.

Storage period: Until the matter is closed

## Cookies

When you visit our website (skidome.ski), we collect certain information using cookies. A cookie is a small data file with text that is saved in your browser. The cookie itself does not contain any personal information.

We use cookies for:

- The websites' functionality
- Statistics and analysis.
- Marketing purposes.

## Who has access to your personal data?

Your personal data is used by authorized personnel at Kviberg Skidanläggning AB and in some cases by Serneke Allanit AB's personal data assistants, e.g. system providers, cloud services, recruitment companies, or other parties such as housing associations.

Kviberg Skidanläggning AB does not disclose information to others unless required due to other requirements in laws and regulations, authority decisions or to protect our rights or the rights of third parties.

## Transfer to third countries:

Transferring personal data to third countries means when personal data processed in an EU/EEA country is disseminated to a country outside the EU/EEA area, Kviberg Skidanläggning AB always strives to only transfer your personal data to countries within the EU/EEA.

If, above all means, we need to transfer your personal data to a country outside the EU/EEA in order to be able to fulfill our commitment to you or if this has been specifically indicated in connection with your providing your personal data to us, we always ensure that that country has a so called adequate level of protection according to the EU and the European Commission.

## How do we protect your personal data?

Kviberg Skidanläggning AB protects your privacy Therefore, we constantly work to take appropriate technical and organizational measures in each individual case required to protect your personal data and otherwise ensure that the processing takes place in accordance with the applicable law.

## What rights do you have as a registered user?

Right to access: you can at any time contact Kviberg Skidanläggning AB at skidome@serneke.se and get a copy of the personal data being processed.

The copy contains the personal data that Kviberg Skidanläggning AB has about you, and:

- Why the personal data is processed.

- The categories of personal data to which the processing applies.
- The recipients, or categories of recipients who have had access to the personal data.
- How long your personal data will be saved or how the storage period is determined.
- Where the personal data that you have not provided comes from
- If Kviberg Skidanläggning AB uses automated decision-making and, if so, information about the logic behind the automated decision-making, the significance and the consequences of this for you.
- If the personal data would have been transferred to a country outside the EU/EEA, you also have the right to find out what protective measures Kviberg Skidanläggning AB has taken during the transfer.

**Right to rectification:**

You can contact Kviberg Skidanläggning AB at any time and request to have incorrect personal data corrected or complete incomplete personal data.

**Right to be forgotten:**

You can request that Kviberg Skidanläggning AB delete your personal data without undue delay if:

- The personal data are no longer necessary for the purposes for which they were collected, or;
- You object to the processing of your personal data in any of the cases where we have specified a legitimate interest as the legal basis for the processing and your reason for the objection outweighs Kviberg Skidanläggning AB's legitimate interest, or;
- In cases where the processing of your personal data requires consent, and you wish to withdraw your consent, or;
- You no longer wish to receive direct marketing from Kviberg Skidanläggning AB, or;
- The personal data is processed in an illegal manner, or;
- The personal data must be deleted to fulfill a legal obligation to which we are subject. In some cases, Kviberg Skidanläggning AB will not be able to delete your personal data because we have to fulfill the requirements that the law places on our operations. In such cases, Kviberg Skidanläggning AB will block the use of your personal data for the purposes for which you wish to be forgotten as far as possible.

**Right to restriction of processing:**

You have the right to request that the processing of your personal data be restricted if any of the following situations exist:

- You do not think that the personal data we have about you is correct and the processing can be limited for a period of time that gives Kviberg Skidanläggning AB the opportunity to check that the data is correct.
- In cases where Kviberg Skidanläggning AB no longer needs your personal data but you need the data to assert, establish or defend legal claims - then you can request that Kviberg Skidanläggning AB does not delete your data.

- If it turns out that Kviberg Skidanläggning AB 's processing of your personal data is illegal, but you still do not want the personal data to be deleted.
- If Kviberg Skidanläggning AB has stated a legitimate interest as the legal basis for processing your personal data, you may request that the processing of your personal data be limited during the time that they are checked if Kviberg Skidanläggning AB 's legitimate interest outweighs your objections. If the processing of your personal data has been restricted, Kviberg Skidanläggning AB may only store or use your personal data to establish, assert or defend legal claims, or to protect the rights of another natural or legal person, or for reasons relating to an important public interest in national or EU level. In all other cases, Kviberg Skidanläggning AB must obtain your consent for further processing. Kviberg Skidanläggning AB must also inform you when the restriction on the processing of your personal data ends.

### **Right to object:**

You can at any time object to the processing of personal data that is based on a legitimate interest at Kviberg Skidanläggning AB

When Kviberg Skidanläggning AB considers that there is a legitimate interest in processing your personal data, it may for example be for direct marketing or to prevent misuse of Kviberg Skidanläggning AB's services, then a balancing of interests takes place. Kviberg Skidanläggning AB 's interest in e.g. preventing misuse of Kviberg Skidanläggning AB's services is weighed against your interest in your personal data is not processed for privacy reasons.

If you choose to object, Kviberg Skidanläggning AB may no longer process your personal data for that purpose if Kviberg Skidanläggning AB cannot demonstrate justified reasons for the processing that outweigh your interests, rights and freedoms. In such situations, Kviberg Skidanläggning AB may also process your personal data if it is a question of establishing, exercising or defending legal claims.

You can object at any time to your personal data being processed for direct marketing, this includes any profiling of you that is done for such purposes. If you object to your personal data being processed for direct marketing, Kviberg Skidanläggning AB must stop processing your personal data for direct marketing. Please note that if it is you who contacts Kviberg Skidanläggning AB to get more information about our services, it is not direct marketing.

### **Right to data portability:**

if the processing of your personal data is automated and has as a legal basis either an agreement (GDPR 6 (1) (b)) or a consent (GDPR 6 (1) (a)), you have the right to receive a copy of the personal data that you have provided Kviberg Skidanläggning AB. The personal data must be provided in a format that is structured, commonly used and machine-readable. You have the right to transfer this information to another personal data controller without Kviberg Skidanläggning AB being able to deny you this.

### **What do I do if I am not satisfied with the processing of my personal data?**

If you are not satisfied with the processing of your personal data by Kviberg Skidanläggning AB, you are welcome to contact [skidome@serneke.se](mailto:skidome@serneke.se). We are happy to help you. If, against all odds, we should not succeed in finding a solution together, you can turn to the Data Inspectorate, which is the supervisory authority for the processing of personal data.

The Swedish Data Protection Authority can be reached at:

Data Inspectorate  
Box 8114  
104 20 Stockholm  
E-mail: [datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se)  
Phone: 08-657 61 00  
[www.datainspektionen.se](http://www.datainspektionen.se)

**When will this privacy policy be updated?**

If we make significant changes to our privacy policy that affect how we process your personal data, you will receive information about this via email (if we have access to your email address). Otherwise, the changes are only displayed on our website. If, due to the changes made, you want to change the way that Kviberg Skidanläggning AB processes your data personal data, we recommend that you contact us at [skidome@serneke.se](mailto:skidome@serneke.se).

This privacy policy is valid from: 2018-05-24 and replaces all previous versions of the privacy policy.

Last updated: 2018-05-24