

Privacy policy for the Sigtuna Foundation

Regarding purchase/booking of service/arrangements

GENERAL

The Sigtuna Foundation treats a whole range of personal data to be able to maintain regular organization operation. Personal data are processed in accordance with the General data protection Regulation (European Parliament and Council Regulation (EC) no 2016/679, GDPR). The term "personal data" means information that directly or indirectly can be attributed to identified or identifiable natural person. The Sigtuna Foundation is responsible for the processing of personal data. GDPR Act applies with effect from 25th may 2018.

THE LEGAL BASIS FOR PROCESSING PERSONAL DATA

The legal basis for the collection and processing of your personal data is based on the Swedish Data Protection Regulations Formulation regarding compliance with the agreement, consent and the law and regulatory requirements.

PURPOSE OF PERSONAL DATA PROCESSING

Your personal data will be processed to make it possible for the Sigtuna Foundation to fulfil its commitments to you. The performance may consist of, for example, deliver service, or the additional services you ordered, as well as to put forward to implement at the needs of customer administration and customer care. Processing of your personal data may also be done if we are to meet the obligations according to laws and regulations, e.g. regarding security. Treatment may also include information about contacts between you and the Sigtuna Foundation, for example notes about questions and complaints. By submitting information on ev. special dietary needs and personal needs at the reservation, you agree that we will treat this personal information in order to provide the service or additional service that you ordered. If you actively agree to receive direct marketing, your personal data will be used to provide various offers of services and/or products from the Sigtuna Foundation. In addition to the above purposes, you agree that your personal data may be used as a basis for market and customer analysis and risk management and statistics to develop the Sigtuna Foundations selection and service. You can at any time unsubscribe, or adjust the offers you receive from the Sigtuna Foundation. We store only the information on date of birth when you register as a customer at [dinkurs.se\eventry.com](http://dinkurs.se/eventry.com) to certain arrangements, through the Sigtuna Foundations website or over the phone to book/program.

THE KIND OF PERSONAL INFORMATION THAT IS COLLECTED

The Sigtuna Foundation treats the personal information that you provide to us. Personal data will be treated include, but are not limited to; name, date of birth, address, email address or telephone number. In connection with the order/reservation, we can also process data e.g. dietary requirements or specific information from you about your personal needs before the event or otherwise as part of the customer relationship. The personal data are the ones you leave yourself in connection with ordering/reservation via the Sigtuna Foundation website, by phone, or by e-mail to the Sigtuna Foundation. To relinquish personal information is voluntary, but in some cases, we may not provide you with the service you have requested if you do not provide your personal data.

RETENTION OF PERSONAL INFORMATION

By your order/reservation of service/arrangements from the Sigtuna Foundation, you agree that your personal data will be stored by the Sigtuna Foundation over three years. If you within three years from the last order make a new order/reservation to the Sigtuna Foundation, your personal data will be saved for another three years. We never treat your personal data for a longer period of time than

what is permitted by applicable law, regulation, law or administrative decisions. For example, data can be kept longer if required under the Swedish legislation consumer protection act or the accounting Act.

THE ONES THAT WILL TREAT THE PERSONAL DATA

Your personal data will be processed by the Sigtuna Foundation. Your personal data may also be processed by the Sigtuna Foundation hired providers of administrative services and systems services. By submitting your personal data, you agree that we may process your personal data outside the EU and EEA. In case personal data is processed outside the EU/EEA exist either a decision from the Commission that that third country ensures an adequate level of protection or appropriate safeguards to ensure that your rights are protected. In order to offer safe handling of event registration/reservation Sigtuna Foundation use a number of external services for profiling and verification of buyers and means of payment. Such management may mean that some data are exported from the EU/EEA area in accordance with the preceding paragraph.

CONSENT

By accepting our terms and conditions for reservations, when buying over the counter when purchasing or using over email or the telephone, you consent to the collection and processing of your personal data as set out in that letter.

YOUR RIGHTS

We are obliged to on your request, correct, supplement, block or delete incorrect personal data. The one who has provided consent to the personal data processed, also have the right to revoke this consent. If you wish to withdraw your consent, the objection to our processing or believe that the processing of your personal data is not necessary for the specified purpose (s), you may request deletion or limitation of your personal data or object to our processing via email to gdpr@sigtunastiftelsen.se For personal information that is required to be able to deliver and implement an ordered service/reservation, and lead time for any complaints, the relevant personal data will be erased as quickly as possible. We are committed to free, after your personally signed written request, provide information about the personal data concerning you is processed or not. Processed such data shall be submitted in writing also about which personal data is processed about you, from where these data have been collected, the purposes of the processing and the recipients or categories of recipients to whom the data have been provided. This information is provided in a register extract. Send the written request to: Sigtunastiftelsen, GDPR Box 57 193 22 57 Sigtuna, We reserve the right, at manifestly unfounded or unreasonable requests either charge a reasonable fee to cover the administrative costs of providing the information or take the action requested, or refuse to act on the request. You have the right, under certain conditions, to bring out the personal data relating to you which you have provided to us in a structured, widely used and machine-readable format and has the right to transfer these to another controller. If you have any complaints regarding our treatment of your personal data, you have the right to lodge a complaint with the Swedish Data Inspection Board or other competent regulatory authority, which supervises the company's handling of personal information.

CONTROLLER

The Sigtuna Foundation Reg. No. 814 800 - 1095, 08-592 589 00, Box 57, 193 22 Sigtuna, is the data controller in accordance with the General data protection Regulation (European Parliament and Council Regulation (EC) no 2016/679, GDPR). Revision 1.1-2018-04-24