

INTEGRITY POLICY

aroundIT AB's processing of personal data. Last updated 2019-05-12

Purpose

We at aroundIT AB (hereinafter "aroundIT") protect your personal privacy and we want to do our utmost to make you feel safe with how your personal data is processed with us. That is why we have established this policy. It is based on current data protection legislation and clarifies how we work to take advantage of your rights and your privacy. The purpose of this policy is for you to know how we process your personal data, what we use it for, who is allowed to use it and under what conditions, and how you can exercise your rights.

Background

We process your personal data primarily to fulfill our obligations to you. Our starting point is not to process more personal data than is necessary and we always strive to use the least privacy-sensitive data. We also need your personal information to provide you with good service, for example in terms of marketing, follow-up and information. We may also need your personal information to comply with laws and perform customer and market analysis. You have the right to object to us using personal data for direct marketing.

In the following section, you will find information about what information about you we process, for what purposes, the legal basis for the processing, how long the information is stored and your rights, etc.

What information do we process and why?

We process your information for many different purposes, but above all we do this to manage your customer relationship with us, e.g. to register your information in our customer register, to communicate with you about the customer relationship, send notifications, ensure that your information is updated and correct, and document agreements and interactions with you. We also process your information in order to handle inquiries from you, e.g. about us and our products and services as well as to handle customer service and warranty matters. We also want to be able to offer, develop and improve our services and products and create attractive offers for our customers. In line with this, we process your data for the purpose of conducting customer analyzes at an overall level, e.g. to develop business methods, analysis models, customer and business strategies and in order to produce reports and statistics for follow-up and evaluation of our operations. We also need your information to be able to provide the right communication and offers to you, at the right time and in the right channel. To ensure all this, we process your personal data, but it is important that you know that you are not obliged to provide your data to us, but if you do not, we may not be able to fully offer you our services and products.

Below you will find explanations of which categories of information we collect and what legal basis we have for the processing.

Tasks	Legal basis for the treatment
<p><i>Identity information, e.g. name, customer number and social security number</i></p> <p><i>Contact information, e.g. address, e-mail address and telephone number</i></p> <p><i>Customer engagement, e.g. information about what products and services you have</i></p>	<p>The treatment is necessary to fulfill our customer agreement with you and to satisfy our legitimate interest in follow up and evaluate our business as well communicate personal and relevant information and offers to you.</p> <p>We also need certain information to fulfill our legal obligations to the Swedish Tax Agency and other authorities, e.g. when we perform our accounting</p>
<p>Technical data, cookies, e.g. Google Analytics</p>	<p>Consent</p>
<p><i>Personal data regarding employees</i></p>	<p>Obligation under labor law and with the express consent of our employees.</p>

How do we access the personal data?

Some personal information we get access to by you providing this to us and some information we get by you e.g. visit our website. We also gain access to your personal information in the following ways:

- Public registers
- You hire one of our employees
- You contact us, apply for employment with us, visit us or otherwise contact us
- We act as a consultant for another company and he shares your personal information
- By agreeing to the use of technical data, cookies, etc.

How is this information shared?

Our starting point is not to disclose your personal information to third parties if you have not consented to it or if it is not necessary to fulfill our obligations under agreement or law. However, our personal information is shared with Seven Time, which is the business system we use. We also share certain personal information with our accounting firm and certain subcontractors to us. In all cases where we disclose personal data to third parties, a confidentiality agreement is established and we do our utmost to ensure that the personal data is processed in a secure manner.

Please note, however, that we may by law be obliged to share information with the Police when investigating crimes.

All personal data processing will take place in Sweden and in cases where personal data is disclosed to customers outside the EU / EEA, aroundIT ensures that some of the exceptions from the ban on transfer to third countries can be applied, such as consent, standard agreement clauses or connection to Privacy Shield.

How long and how securely is the data stored?

We delete your personal information when it is no longer relevant or necessary for us or e.g. when you request correction or deletion of the data. At the time a task is no longer relevant to us or if we no longer have a legal basis to process this data, this data will be deleted or deidentified as soon as possible and no later than 12 months from the said time. Some data for statistical purposes, such as information from analytics tools such as Google Analytics, may be stored longer than that. We have chosen to work only with IT systems that achieve a high security standard, that continuously work to improve their built-in security and that in the same way that we do our utmost to comply with the requirements set in the Data Protection Regulation. With the exception of temporary storage in Microsoft Excel or Outlook, all our personal information is stored securely in the business system Seven Time. Their business system is developed with your privacy in focus and protects to a very high degree against intrusion, destruction and other changes that may pose a risk to your privacy. Visit the Seven Times website (www.seventime.se) to read more about how they protect our personal information and your privacy. In addition to this, we have developed internal routines and working methods for your personal data to be handled in a secure manner. As an example, we strive for only employees and other people within the organization who need the personal data to perform their tasks to have access to it.

What rights do you have as a registered person?

The Data Protection Ordinance gives you a number of rights in relation to the processing of your personal data. We process your personal data to the extent necessary to fulfill your rights.

Access to your personal information

You have the right to request confirmation from us if we process personal data concerning you, and in such a case request access to the personal data we process about you, a so-called register extract.

Request correction

Furthermore, if you believe that information about you is incorrect or incomplete, you have the right to request that the information be corrected.

Withdraw consent with future effect

To the extent that we process your personal data with the support of your consent, you have the right, at any time, to withdraw your consent to the processing with future effect. This means that if you revoke your consent, we have the right to continue to process personal data already collected with the support of your previous consent.

Oppose your treatment for direct marketing purposes

You also have the right, at any time, to oppose our processing of your personal data for direct marketing purposes and to unsubscribe from further mailings by notifying us of this, e.g. by clicking on a deregistration link in the mailing or contact us via our website, www.aroundit.com.

Oppose your treatment based on our legitimate interest

You have the right to oppose treatments that are based on a legitimate interest that we have if you have personal reasons concerning the situation. However, we may continue to process your data, even though you have opposed the processing, if we have compelling legitimate reasons for the processing that outweigh the interests of privacy.

Deletion

In certain circumstances, you have the right to have your personal data deleted. However, this does not apply if, for example, we are obliged by law to preserve the information.

Limitation of treatment

You also have the right to request that the processing of your personal data be restricted. However, if you request that the processing of your data be restricted, it may mean that we are unable to fulfill our possible obligations to you during the time the processing has been restricted.

Data portability

Finally, you have the right to receive a copy of the personal data that concerns you in a structured format (data portability). The right to data portability, in contrast to the right to register extracts, only covers data that you have provided to us and that we process on the basis of certain legal grounds, e.g. an agreement with you.

Who is responsible for personal data?

aroundIT AB (556807-0964), Askims industriväg 1 A, 43634 Askim, is responsible for personal data and is responsible for compliance with this privacy policy. If you have questions about this privacy policy or otherwise want to get in touch with us, you are welcome to visit our office at the above address, visit our website www.aroundit.com or call us on +46 75 700 19 00.

Changes and additions to the privacy policy

The Privacy Policy may change from time to time, therefore we recommend that you regularly visit our website to take part in the latest version of the Privacy Policy.

Disclaimer

English machine translation made from Swedish original text. In the event of any deviations from the original text, it is the Swedish version that applies.