



## Information regarding SPK:s processing of personal data

SPK Pension Tjänstepensionsförening (SPK) is as controller responsible for the processing of personal data in the context of its activities and determines the purposes of, and the methods for, the processing. Your confidence in us is of the utmost importance, and SPK therefore acts to ensure the protection of your integrity. All processing of personal data is carried out in accordance with the regulations of the GDPR<sup>1</sup> and we do whatever we can to protect your personal data from unauthorized access.

### 1. Key concepts

**Personal data** is information which directly or indirectly relates to a living natural person, for example name, personal identity number, address, telephone number and email address.

**Processing** means any operation of personal data, for example collection, recording and storage.

**Controller** means the natural or legal person which determines the purposes and means of the processing of personal data and is responsible for ensuring the processing is carried out in accordance with the laws and regulations on personal data valid at each given time.

**Processor** means the natural or legal person which processes personal data on behalf of the controller.

### 2. Data processed by SPK

There is always a relevant reason for us to access information on your personal data. We only process data which is necessary for fulfilment of our obligations under contracts, laws and regulations, or where the processing is necessary due to legitimate interests in accordance with the GDPR.

We collect personal data either directly from you as data subject or from other sources:

#### a) Data accessed from you

Data of this category is characterized by you actively surrendering the data by for example contacting us by using our web site form, by email or by telephone and consists of data such as name, address, telephone number, email address and employer.

#### b) Data accessed from other sources

We may also use information collected from publicly accessible sources, such as your company's web site, or from your employer. Personal data collected in this way is for example name, address, telephone number and email address.

### 3. Purposes of the processing – what is data used for?

We process your personal data in order to (i) fulfil and administer our contract, (ii) fulfil requirements of documentation, traceability and archiving and (iii) in order to contact you and sending you information.

### 4. Transfer of personal data

Your personal data will be transferred to such extent as is relevant in order to achieve the purposes of the processing. SPK enlists so called processors to carry out certain tasks, such as operating and supporting the IT structure, archiving and perform our mailings.

We will not share, sell, transfer or in any other way transmit personal data beyond what follows from this document, unless compelled by any legal obligation.

### 5. Storing and sorting out

Your personal data will be stored only for such time as is required to achieve the purposes of the processing. Your personal data will be sorted out or anonymized when no longer relevant for the purposes for which it was collected.

### 6. Your rights as data subject

By contacting SPK you may request, in the form of a transcript, access to the data SPK has recorded regarding you and how the data is used. You also have the right to request us to rectify inaccurate, restrict the use of or to erase, personal data concerning yourself in accordance with the conditions set out in the GDPR. You also have the right to object to processing and in certain cases a right to request data portability of your personal data.

Should you consider the processing of your personal data not to be in accordance with the GDPR, you may submit a complaint to the supervising authority, which in Sweden is Datainspektionen (Data Protection Authority).

### 7. Contact information

To exercise your rights as described above, or in case of questions concerning SPK:s processing of personal data, please contact us:

SPK  
PO Box 54  
S-101 21 Stockholm, Sweden

Email: [spk@spk.se](mailto:spk@spk.se)  
Telephone: +46 (0)8 412 38 60  
Web site: [www.spk.se](http://www.spk.se)

SPK has appointed a data protection officer, whom you may contact if you are dissatisfied with SPK:s processing of your personal data or in case you have general questions regarding the privacy within SPK:s operations.

Email: [dataskyddsbud@spk.se](mailto:dataskyddsbud@spk.se) or by mail to the address stated above, Att: Dataskyddsbud.

---

<sup>1</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).