

HANDLING OF PERSONAL DATA AT MINDGEAR SUPPORT & SOLUTIONS AB

Your privacy is important to us. We are therefore concerned that the personal data collected about you is stored and handled in a safe and secure manner, and in accordance with data protection legislation.

This information text explains how Mindgear handles your personal data and what rights you have. The information is addressed to you that

- Is a customer with us.
- Is one of our collaboration partners
- Is one of our sub-consultants
- Receive our Newsletter
- Communicate with us in other ways, for example via our customer service.

We encourage you to read this information carefully. If you have any questions about how your personal information is handled, you are welcome to contact us. You will find our contact information further down in this information text.

WHO IS RESPONSIBLE FOR YOUR PERSONAL INFORMATION?

Mindgear Support & Solutions AB (corp. No. 556961-3218) is responsible for personal data for the personal data processing we do.

WHAT IS PERSONAL DATA?

Personal information is all information that can be linked directly or indirectly (ie together with other information) to you, eg name, e-mail address, telephone number, social security number, etc.

WHEN DO WE USE YOUR PERSONAL DATA?

We will only handle your personal data when it is clearly justified with regard to the purpose, necessary for secure identification or if there is some other good reason. We always minimize the use of your social security number as much as possible.

WITH WHICH LEGAL BASIS DOES MINDGEAR USE YOUR PERSONAL DATA?

All use of personal data that Mindgear performs is supported by a legal basis, e.g. that the use is necessary to fulfill an agreement with you or for Mindgear to be able to fulfill a

legal obligation. It could be:

- When you hire Mindgear to perform a service.
- If you request compensation for something in connection with a service performed.
- When you communicate with us.
- When you subscribe to Mindgear's Newsletter.
- When we need to do it under the law.

HOW LONG DO WE SAVE YOUR PERSONAL DATA?

Your personal data is only stored for as long as it is necessary to fulfill the purposes of the processing, or as long as we must store them in accordance with law. Then your data is securely deleted or deidentified, so that it can no longer be linked to you.

HOW DO WE PROTECT YOUR PERSONAL DATA?

Your privacy is important to us and that is why we focus on safety. We take measures to protect your data in accordance with the Data Protection Ordinance as well as established guidelines for information security. This means that we protect your data with both technical solutions, such as encryption of information, and organizational routines and rules, such as authorization management, adapted to the nature of personal data processing.

WHERE DO WE GET YOUR PERSONAL INFORMATION FROM?

The personal data that Mindgear handles comes from:

- your provided info, when you register for a course or other activity, if you leave it at our request or if you otherwise leave it to us for your own purposes.
- When we create information that is checked for you as your organization is a customer to us.

TO WHOM DO WE PROVIDE YOUR PERSONAL INFORMATION?

Mindgear never sells your information to a third party. We only share your information with the suppliers and partners we use to provide our services. Recipients who handle personal data on behalf of Mindgear must always enter into a so-called personal data assistant agreement with us in order for us to be able to ensure that your data is handled correctly and securely. Mindgear can e.g. submit your personal details to:

- Suppliers that provide IT services
- Authorities when it follows from legal requirements or Mindgear otherwise assesses that there are reasons for such extradition, for example to the police in the search for missing persons.
- Other recipients when it follows from legal requirements, other statutes or government decisions.

YOUR RIGHTS

You have certain rights under the data protection legislation, here you can read more about them:

Right of access

You have the right to receive a confirmation of whether and how we process your personal data and an extract of which data is processed.

We reserve the right to charge an administrative fee if you request such an extract several times during the same year.

Right to rectification

You have the right to request correction if your information is incorrect and to complete incomplete personal information.

Right to data portability

You have the right to demand that personal data be transferred from Mindgear to another company, authority or organization. This right is limited to the information that you personally have provided to us.

Right to delete

You have the right to request that your personal data be deleted. In some cases, your request may be denied, for example if we need your information to fulfill our agreement with you or fulfill our legal obligations. It can be, for example:

- If you have purchased a service from Mindgear that has not yet been completed.
- You have been a personal customer for the past 12 months as Mindgear has a legal obligation to handle complaints during this time and needs your information to handle any complaints.
- You are an active subscriber to Mindgear's Newsletter or other service provided by Mindgear. In order for your information to be deleted then it is required that you cancel the subscription to the newsletter or request that the service be terminated.
- If your personal data forms part of accounting material, for example in payment transactions, complaints or other financial claims or in an invoice relationship.

AUTOMATIC DECISION MAKING

The processing of your personal data may in some cases involve automatic decision-making. This means that the decisions we make are made with the help of technical means and without human intervention. We use automatic decision-making when it is necessary for us to enter into or fulfill the agreement with you.

If you think the assessment is incorrect, you can contact us as below.

CONTACT

Questions and more information?

If you want to know more about data protection legislation and your rights, you can read more here <http://eur-lex.europa.eu/legal-content/SV/TXT/?uri=CELEX:32016R0679>

We have special customer service staff who can answer your questions about how Mindgear handles your personal data. Contact them at kontakt@mindgear.se.

Matters about your rights?

If you wish to exercise your rights stated above, we want you to contact us via e-mail at kontakt@mindgear.se.

You can also contact us through a written handwritten request sent to:

Mindgear Support & Solutions AB
Kapellgatan 10 B
302 34 Halmstad

Or a scanned copy to kontakt@mindgear.se.

In the letter or e-mail, we request that you, in addition to your case, state your name, address, e-mail, telephone number, social security number and sign your request. Also enclose a copy of your ID. Mindgear will send replies to your census address or digital mailbox.

Comments?

Mindgear has appointed a Data Protection Officer (DPO) who ensures that Mindgear handles your personal data in a legal, correct and transparent manner. If you have a case you want to address to our data protection officer, contact us by e-mail kontakt@mindgear.se and enter "DPO" in the subject line of your message.

If you consider that our processing of your personal data does not take place in accordance with data protection legislation, we ask you to contact us as above. You also have the right to complain to the Data Inspectorate.