

Prevas' External Privacy Policy

General

Prevas respects your privacy and your right to have control over your personal data. For us, it is self-evidently important to safeguard your privacy and protect your personal data in the manner prescribed by current laws and ordinances.

Prevas' privacy policy describes what information we collect, and why we collect information from our customers, cooperative partners, suppliers and other interested parties.

Handling of your personal data

In order to be able to offer you our services, we need to process your personal data. We safeguard your privacy, and we do not collect more data than we need. We never sell the data to third parties.

It is important for you to read and understand our privacy policy before you order or use our service. This policy also covers the processing of personal data as part of recruitments. If you have any questions about our privacy policy, or if you wish to remove yourself from our registers, you may always contact us at integrity@prevas.se.

By ordering or using Prevas' services, you accept our privacy policy and our processing of your personal data. You also accept that Prevas will use electronic communications channels to communicate with you and send information to you. Processing of personal data includes all handling of personal data: for example, collection, registration, analysis, processing, storage and deletion.

Data collection

This privacy policy covers all data that we collect, e.g. from websites, social media, contact via telephone or e-mail, and through events/fairs. We may combine personal data that have been collected in one way (e.g. on a website) with personal data that have been collected in another (e.g. through courses).

Information that you give us

You may, directly, or indirectly, provide us with information about yourself and your company in a number of different ways: e.g. when you order our services or contact us on our website, when you contact us via e-mail, traditional mail, or telephone, when you register for a course, a meeting, a seminar or similar, when you register to receive newsletters, or when you interact through our social media. This information can include:

- **Personal and contact information**– name, address information, e-mail address, mobile telephone number, your professional role, your workplace.
- **Payment information** – billing address, reference person, other billing information.
- **Information we collect about you**
When you come into contact with us, we may collect information about the following (note that we do not always necessarily collect all types of data below):
 - **Personal and contact information** – name, billing- and delivery address, e-mail address, mobile telephone number, your professional role, your workplace.
 - **Information on services and deliveries** – details concerning the services that you subscribe to or purchase, such as ongoing consultancy services, commissions, projects, trainings, or newsletters that you read.
 - **Financial information** – creditworthiness

- **History information** – earlier purchases, participation at trainings and meetings, payment history.
- **Information on your terminal** – e.g. IP address, language settings, web browser settings, time zone, geographical information, operating system, platform, and screen resolution (via statistics tools and automatic marketing).

The information that you provide us with is needed either for entering into a contractual relationship with us, or for other purposes. For example, it could be in order to enable us to improve the information and services we provide you with, or to carry out our assignments and commitments to you, our customer. National identification numbers are processed only in exceptional cases, for specific services that require a verified identity. Read more about how we use cookies below.

Use of data

Prevas processes personal data primarily for the purposes indicated below, and for the possible further purposes that are stated at the time of collection.

Contact with customers, potential customers, and partners/suppliers

Purpose	Type of processing	Personal Data
To cultivate existing business relationships and create new ones.	<ul style="list-style-type: none"> • Communication between Prevas and you • Collection of contact information • Sending of commercial communications and PR • Invitations 	<ul style="list-style-type: none"> • First and last name(s) • Professional title and address • E-mail address • Telephone number • Correspondence between you and Prevas • What type of information is requested or not

Legal basis for processing: Legitimate interests. Necessary for Prevas to be able to further build on existing business relationships and create new ones.

Period of storage: Until the personal data is no longer needed for the fulfilment of the above purposes.

Recruitment, employment searches

Purpose	Type of processing	Personal Data
In order to process an employment application regardless of whether it is for a specific position or a general application.	<ul style="list-style-type: none"> • Registration and processing of application • Employment interview • Checking references • Possible testing • Notifications 	<ul style="list-style-type: none"> • First and last name(s) • E-mail address • Telephone number • Address • Professional title • Gender • Date of birth • Image • Cover letter • Résumé • References provided • Links to social media profiles, e.g. LinkedIn • Correspondence between you and Prevas AB • Results from any tests carried out as part of the recruitment process • Interview notes

		<ul style="list-style-type: none"> • Technical information on how you have interacted with us • IP address and web browser settings
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Legal basis for processing: Legitimate interests.

Period of storage: The information is retained for up to 24 months, or until the recruiting process concludes, regardless of whether the application leads to a hire or not, so that it will be possible to investigate any allegations of discrimination during that time.

Recruitment - potential candidates identified by Prevas

Purpose	Type of processing	Personal Data
To be able to contact potential candidates about relevant career possibilities.	Collection of potential candidates via internal networks or social media.	<ul style="list-style-type: none"> • First and last name(s) • E-mail address • Telephone number • Address • Professional title • Gender • Date of birth • Links to social media profiles, e.g. LinkedIn • Technical information on how you have interacted with us • IP address and web browser settings

Legal basis for processing: Legitimate interests.

Period of storage: The information is retained for up to 24 months, or until the recruiting process concludes, regardless of whether the application leads to a hire or not, so that it will be possible to investigate any allegations of discrimination during that time. Personal data concerning people who communicate that they are not interested in being contacted in the role of potential candidate will be deleted immediately. However, the information indicating that the person does not wish to be contacted will be retained for 24 months.

Candidates who were in Prevas' network prior to 2018-05-25

Purpose	Type of processing	Personal Data
To be able to resume the dialogue with those who applied for work with us prior to 2018-05-25 regarding potential opportunities within Prevas	Review of earlier candidates' applications	<ul style="list-style-type: none"> • First and last name(s) • E-mail address • Telephone number • Address • Professional title • Gender • Date of birth • Image • Cover letter • Résumé • References provided • Links to social media profiles, e.g. LinkedIn • Correspondence between you and Prevas AB

		<ul style="list-style-type: none"> • Results from any tests carried out as part of the recruitment process • Interview notes • Technical information on how you have interacted with us • IP address and web browser settings
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Legal basis for processing: Legitimate interests.

Period of storage: The information is retained for up to 24 months, or until the recruiting process concludes, regardless of whether the application leads to a hire or not, so that it will be possible to investigate any allegations of discrimination during that time.

REFERENCE PERSONS

Purpose	Type of processing	Personal Data
To be able to contact references and carry out thorough and well-substantiated recruitments	Contact via telephone and e-mail	<ul style="list-style-type: none"> • First and last name(s) • E-mail address • Telephone number • Address • Professional title • Employer • Technical information on how you have interacted with us • IP address and web browser settings

Legal basis for processing: Legitimate interests.

Period of storage: The information is retained for up to 24 months, or until the recruiting process concludes, regardless of whether the application leads to a hire or not, so that it will be possible to investigate any allegations of discrimination during that time.

Contact with owner/invester

Purpose	Type of processing	Personal Data
To create interest, build trust, and exchange experiences.	Communication between Prevas and you Collection of contact information Sending of commercial communications, IR and PR Invitations	<ul style="list-style-type: none"> • First and last name(s) • Professional title and address • E-mail address • Telephone number • Correspondence between you and Prevas • What type of information is requested or not

Legal basis for processing: Legitimate interests. In order to be able to hold an open and direct dialogue with the target group.

Period of storage: Until the personal data is no longer needed for the fulfilment of the above purposes.

Personal data for marketing purposes

For the purpose of providing direct marketing on what Prevas offers, and on Prevas' expertise, to both current and potential customers, Prevas may process personal data on

customers and representatives of potential customers. This is particularly relevant in regards to the marketing and staging of events, workshops, seminars and trainings. The legal basis for this processing is a weighing of interests making it possible to satisfy Prevas' legitimate interest in informing people about, and offering, various market activities to a selected target group, over a restricted time period and to a limited extent. If the data subject has voluntarily submitted his/her personal data for a particular purpose, and in connection with doing so has been informed about the processing, the data subject will then be viewed as having consented to the processing. If the data subject has provided written consent, then this written consent will constitute the legal basis for such processing. The data subject has the right to refuse this processing at any time.

The data that can be processed include one's name, address, telephone number, e-mail addresses for one's workplace, and any information on what department one is a part of and what one's position is.

About cookies

When you visit our website, so-called "cookies" are stored on your computer. These are small text files with information used to identify your computer, and to adapt the content we display and thereby improve your user experience. Information is stored concerning your usage, and what pages were visited. This can be technical information on your terminal device and internet connection, such as operating system, web browser version, IP address, and unique identifiers. When you visit our websites, different technologies may be used to recognize you, for the purpose of learning more about our users. This may be done directly, or through the use of third-party technology.

If you do not want to accept cookies, you may block all cookies, remove existing cookies from your computer, or change the settings so that you receive a warning every time that a cookie is saved.

Will we share your information with others?

We will never sell your personal data to a third party without your permission.

Sometimes, we share your personal information with suppliers or subcontractors in order to be able to fulfill our commitments to you. We follow legal, technical and organizational requirements to ensure that your information will be handled securely.

If Prevas or a significant part of Prevas' assets are acquired by a third party, personal data on Prevas' customers may be shared with the third party so that it will be possible to continue operations.

Where do we process your personal data?

We make an effort to always store your personal data within the EU/EEA. However, in certain situations, they may be processed outside the EU/EEA by a third party, e.g. a technology supplier or subcontractor. We will always adopt reasonable legal, technical and organizational measures to ensure that your information will be handled at the same level used for the protection offered within the EU/EEA.

How long do we retain your personal data?

We retain data as long as necessary for the fulfillment of the purpose(s) for which the information was collected, or in order to carry out our commitments, and as long as is required according to legally-mandated retention times, particularly in regards to reporting requirements.

Security

In the processing of personal data, Prevas' starting principle is that the only people with access are those in our organization with a work-related need pertaining to precisely the data in question. Prevas has implemented security measures to protect personal data against unlawful or unauthorized processing. These security procedures are continually modified along with technical developments. We use IT systems to protect confidentiality, privacy and access to personal data.

Your rights

As a data subject, you have several rights that you should be aware of. You have the right to request, once a year and free of charge, a register extract. You have the right to have your personal data corrected if it is erroneous, incomplete or misleading, and you have the right to restrict the processing of personal data until it is changed.

You have the right to be forgotten, but deletion of personal data cannot take place if it is required in order to fulfill the terms of the agreement, or if another Swedish or European law, court decision or public agency decision mandates otherwise, and if retention of it is based on legitimate interests. If you feel that there are no justified reasons, or that legitimate interests are wrong, you have the right to object to the processing.

You also have the right to retract consent, lodge appeals with the Swedish Data Protection Authority concerning the processing, and to object to direct marketing.

Changing of data protection policy

We may update this privacy policy. We will report the change at www.prevas.se and will also provide notification of the changes we have made to the privacy policy. You may always contact us if you want to have access to earlier versions.

Contact us

We have a designated personnel member responsible for data protection questions. If you have any questions concerning privacy- and data protection, please contact us at integrity@prevas.se.

The personal data controller is Prevas AB, with the organization ID 556252-1384

Address: Legeringsgatan 18, 721 03 Västerås

Tel.: +46 21 360 19 00

The first edition of Prevas' privacy policy was created on 2018-05-25.