

SWEMA AB

Dokumentnamn: **Q Policy of Personal data**

Framtaget av: MD

Gäller från: 20190417

Fastställt av: MD

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Responsible

Swema AB is responsible for the personal information collected by Swema AB.
Contact: Pepparvägen 27, SE-123 56 Farsta, Sweden. swema@swema.com,
+46 8 940090.

Legal basis

The legal basis for the collection of Personal Data is to be able to record financial transactions (salaries, purchases and sales) and provide warranty under NL09.

Another legal basis is balancing of interests:

Swema AB's direct marketing weighs heavier than any negative consequences for the person.

Another balancing of interests applies to Swema AB's received email: If you are looking for a job or writing something about yourself or someone else to Swema's mail, Swema judges if it is true and of interest to Swema AB and then we will process it. It is then considered to be of interest to both Swema AB and the person who sent it.

A third balancing of interests is that the persons Swema AB show on image are damaged less than Swema AB benefits from this. They have been asked before Swema used the image if it is OK for Swema to use the image.

Personal data we collect / collect

Person who bought / can buy - person at company / individual person (customer):

Swema AB saves: Company, contact name, telephone number, address, e-mail address, professional role, what kind of product we consider is of interest and how the product will be used. The customer's unique knowledge is not saved. When and Who from Swema talked to / met the contact person. What products and services purchased by the customer.

Supplier / possible supplier:

Swema AB collects and stores suppliers contact information: personal names, companies (categorized to which part of Swema they deliver or may deliver delivery can happen), telephone number, address, e-mail address, professional role, type of product and service referred to.

Possible employee

Swema AB collects application documents.

E-Mail

Swema AB has mail programs with in-, out and sent "baskets". As a result, Swema AB also collects personal information Swema AB receives in e-mail.

Pictures

Pictures of people using measuring equipment as well as pictures of own staff.

Use

Customer: Swema AB collects this information in order to deliver, invoice, offer warranty and to offer new goods and services. If you do not want your name as a reference on an order or quote, say it. Swema AB saves these data until we judge they are no longer relevant.

Supplier: Suppliers are assessed with impersonal criteria so that we can choose the right supplier. Swema save these data until we judge they are no longer relevant.

Jobseekers and personal data in e-mail: Job applications and other personal mail of Swema AB's interests are deleted from the mail program after they have been moved to the intended location where they are stored for a maximum of one year after the current case is considered undelivered. We do not send personal mail to and from the company's internet domain. Email that we send or receive in our professional role may be saved until the end of Swema employment. No "social media" is linked to Swema's internet domains. Swema, in addition to the addressee's name, does not send personal information by e-mail.

Images Swema AB shows on website and brochures persons using our instruments and employees who perform their job. Swema save the pictures until we judge they are no longer useful.

Your data

You are entitled to know what information we have about you. Contact Us.

Correct information

Swema AB is required to correct incorrect information. Contact Us.

Delete your information

If no legal basis exists, we will remove you from our data. Direct marketing to your personal address will be removed if you do not want it. Contact Us.