

**Detailed description of our processing of personal data**

We process personal data that we have received from you or have collected ourselves. Your personal data is processed in the manner described in the tables below.

**If you use our service My KemRisk**

Purpose of the processing: To provide our service My KemRisk at the request of our customer and to update, develop and improve our current and future offers and services		
Description of processing	Categories of personal data processed	Legal grounds
<ul style="list-style-type: none"> <li>Primarily in the form of collection, recording and storage in order to create, administer and manage your user account</li> <li>Primarily in the form of retrieval and organizing in order to communicate with you regarding your user account, answer your questions about the service and respond to and manage customer cases, e.g. manage complaints or fault reports</li> <li>Primarily in the form of use in order to implement safeguards, e.g. ensure that only authorised persons log in</li> </ul>	<ul style="list-style-type: none"> <li>Username (in the form of email address) and password</li> <li>Contact details such as email address and phone number</li> <li>Personal data contained in technical data about the device you are using and its settings, e.g. IP address</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>Images</li> </ul>	<p>Legitimate interest</p> <p><i>The processing is justified by our interest in performing our contracts and fulfilling our other undertakings in relation to the companies or other organisations that are our customers, and on whose behalf you use our services; by our interest in developing and/or optimising the functionality of our services; and by our interest in ensuring that the right individuals log on to our services, and that we receive information from the right party.</i></p> <p>Consent</p> <p><i>If you have provided your consent, we will process your personal data (image) with the support of your consent. You may withdraw your consent at any time.</i></p>
<p><b>Storage period:</b> As a starting point, we store your personal data for as long as we have a business relationship with your organisation, and for as long thereafter as is necessary to fulfil our obligations pursuant to the contract with the organisation.</p> <p>However, certain parts of the personal data and the data concerning the organisation you represent, which you transfer to us for our processing during use of our services, may be stored for longer than specified above for the purpose of integrating and aggregating such data with other data, in order to develop and/or optimise the functionality of our services.</p> <p>Part of the personal data we process about you due to your use of My KemRisk is part of "Customer Data" pursuant to our Terms of Use, i.e. it belongs to the company or organisation that subscribes to our services, and on whose behalf you use our services. We save Customer Data for as long as we are obligated to do so pursuant to our contract with the company or organisation. If you would like to know whether and how your personal data is included in Customer Data, we recommend that you contact your organisation, who with our help can take the measures which may be required in relation to your enquiry.</p>		

**If you are a contact person at or represent one of our customers, suppliers, consultants or other partners with whom we have an existing or potential business relationship**

Purpose of the processing: To negotiate, enter into, administer and perform the contractual relationship		
Description of processing	Categories of personal data processed	Legal grounds
<ul style="list-style-type: none"> <li>Primarily in the form of collection, use and storage in order to negotiate, enter into, administer and manage contracts with you or the organisation you represent, including sending order and delivery confirmations</li> </ul>	<ul style="list-style-type: none"> <li>Identity and contact details</li> <li>Information from our communication with you</li> <li>Personal ID number (if the organisation you represent is the business you operate as a sole trader)</li> </ul>	<p>Legitimate interest</p> <p><i>The processing is justified by our legitimate interest in being able to enter into and perform contracts with the organisation you represent.</i></p> <p><i>If you are a sole trader, the processing is necessary in order for us to be able to perform our contract with you or undertake measures at your request before a contract is entered into. Without the requested information, we are not able to fulfil the purchase.</i></p>
<p><b>Storage period:</b> We store your personal data during the contract period and for as long thereafter as is necessary in relation to our undertakings pursuant to the contract with the organisation you represent. However, the personal data may be stored even longer for other purposes.</p>		

Purpose of the processing: To manage any claims		
Description of processing	Personal data processed	Legal grounds
<ul style="list-style-type: none"> <li>Primarily in the form of use in order to manage claims directed against us, or to exercise our right to make claims against other parties</li> </ul>	<ul style="list-style-type: none"> <li>Name</li> <li>Contact details such as email address and phone number</li> <li>Information from our communication in connection with your organisation's collaboration and communication with us, and in connection with the claim to the extent that such information contains your personal data</li> </ul>	<p>Legitimate interest</p> <p><i>The processing is justified by our legitimate interest in being able to communicate with your organisation and resolve a situation that has arisen in the best way possible and, if ultimately necessary, to act in relation to a dispute relating directly or indirectly to the organisation you represent, including being able to defend ourselves against any legal claim or action.</i></p>
<p><b>Storage period:</b> The data may be processed from the time at which a claim is initiated against us (or we initiate a claim against another party) and for as long as the legal proceedings regarding the claim continue.</p>		

Purpose of the processing: To fulfil our statutory obligations		
Description of processing	Personal data processed	Legal grounds
<ul style="list-style-type: none"> <li>Compliance with applicable legislation</li> <li>Performance of the contract with your organisation</li> </ul>	<ul style="list-style-type: none"> <li>Name</li> <li>Personal data included in material which (for example) constitutes bookkeeping material</li> </ul>	<p>Legal obligation</p> <p><i>The processing is necessary for compliance with mandatory law, such as the Swedish Bookkeeping Act and other mandatory regulations.</i></p>

**Storage period:** The data is stored for the minimum period specified by applicable legislation, e.g. for seven (7) years after the end of the financial year in accordance with the Swedish Bookkeeping Act or, where applicable, for the longer period required in accordance with our obligations pursuant to our contract with your organisation.

**General processing, irrespective of our relationship with you, when you communicate with us in some way**

<b>Purpose of the processing: To communicate with you</b>		
<b>Description of processing</b>	<b>Personal data processed</b>	<b>Legal grounds</b>
<ul style="list-style-type: none"> <li>Primarily in the form of collection, recording, storage and retrieval in order to respond to and manage your communication, e.g. to answer your questions about our products and/or services, or in connection with customer service and support</li> </ul>	<ul style="list-style-type: none"> <li>Identity and contact details</li> <li>Information you provide to us</li> </ul>	<p>Legitimate interest</p> <p><i>The processing is justified by our legitimate interest in being able to communicate with you, e.g. in order to be able to answer and manage questions from you.</i></p>
<p><b>Storage period:</b> We store your personal data for as long as is necessary in order to be able to provide you and the organisation you represent with necessary service relating to our communication. However, the personal data may be stored even longer for other purposes, e.g. if we have contractual undertakings in relation to the organisation you represent.</p>		

**If you visit our website**

<b>Purpose of the processing: To provide the website, provide a user-friendly experience and develop, improve and adapt the website</b>		
<b>Description of processing</b>	<b>Categories of personal data processed</b>	<b>Legal grounds</b>
<ul style="list-style-type: none"> <li>Necessary processing, primarily in the form of collection and use, in order to enable you to use our website</li> <li>Primarily in the form of collection, use and storage in order to examine and analyse how our website is used for the purpose of improving the functionality of our website, and to analyse our website statistics</li> </ul>	<ul style="list-style-type: none"> <li>Personal data contained in technical data about the device you are using to visit the website and the device settings. The type of personal data that is processed may depend on the choices you make when using our website, e.g. the browser settings you choose (more information is provided below)</li> </ul>	<p>Legitimate interest</p> <p><i>The processing is justified by our legitimate interest in being able to provide, develop, improve and adapt our services and our website.</i></p> <p>Consent</p> <p><i>If you have provided your consent to such processing, we will process your personal data with the support of your consent in order to analyse our website statistics. You may withdraw your consent at any time.</i></p>
<p>Technical data about the device you are using to visit the website and the device settings is collected via cookies and similar tracking technology (jointly referred to as "cookies"). The personal data we collect through the placement of cookies on your computer is stored for varying periods of time depending on the type of cookie involved. You can use your browser settings to block the use of certain types of cookies. If you do so, your browser will refuse automatic storage of these cookies or will inform you each time a website (such as our site) makes a request to store a cookie. After your visit you can review and delete the permanent cookies that have been stored in your browser. Certain cookies are necessary for the functionality of the website. If you block or delete such cookies, not all functions on the website will work as intended.</p>		

**If you subscribe to KemRisk Info**

Purpose of the processing: To send out information about KemRisk Info		
Description of processing	Personal data processed	Legal grounds
<ul style="list-style-type: none"> <li>Primarily in the form of collection, recording, storage and retrieval in order to send out information to which you have chosen to subscribe</li> <li>Primarily in the form of recording and storage in order to establish and maintain a correct unsubscription list if you have chosen to unsubscribe from our mailings</li> </ul>	<ul style="list-style-type: none"> <li>Name</li> <li>Email address</li> </ul>	<p>Consent</p> <p><i>If you have consented to receive information from us, we will send you the information with the support of your consent. You may withdraw your consent at any time.</i></p>
<p><b>Storage period:</b> Personal data about subscribers is erased when their subscription ends. You can end your subscription at any time by sending us notification to that effect. If you end your subscription, we will retain your personal data in our "unsubscription list", to ensure that we don't send the information to you again.</p>		

**If you receive marketing from us**

Purpose of the processing: To send out marketing about our business		
Description of processing	Personal data processed	Legal grounds
<ul style="list-style-type: none"> <li>Primarily in the form of collection, recording, storage and retrieval in order to send out offers and information</li> <li>Primarily in the form of recording and storage in order to establish and maintain a correct unsubscription list if you have chosen to unsubscribe from our mailings</li> </ul>	<ul style="list-style-type: none"> <li>Name</li> <li>Email address and other contact details</li> <li>Position/title</li> </ul>	<p>Legitimate interest</p> <p><i>The processing is justified by our legitimate interest in sending relevant marketing to you as our customer or potential customer, or as a representative of a customer or potential customer. You have the right to object to the marketing when the personal data is collected, as well as on the occasion of each mailing.</i></p> <p>Consent</p> <p><i>If you have consented to receive marketing from us, we will send marketing to you with the support of your consent. You may withdraw your consent at any time.</i></p>
<p><b>Storage period:</b> We store the personal data for as long as you or the organisation you represent have a business relationship with us, and for a certain period thereafter. If you represent a potential customer, the data is stored until it has been used for the purpose for which it was collected, e.g. until we have sent out information about our business, or you or the organisation you represent have notified us that you are not interested. If you have provided your consent to the processing, we will send you marketing until such time that you unsubscribe from our mailings or object to the marketing in some other way. If you unsubscribe or object to the marketing, we will retain your personal data in our "unsubscription list", to ensure that we don't send marketing to you again.</p>		

**If you represent a government agency, competent authority or some other public organisation**

**Purpose of the processing: To undertake measures relevant to our ability to conduct our business operations, e.g. participate in procurement processes and have contact with relevant agencies and organisations**

Description of processing	Personal data processed	Legal grounds
<ul style="list-style-type: none"> <li>● Primarily in the form of collection, use and storage for administration, management and monitoring of ongoing or completed procurement processes, including the submission of tenders and tender documentation</li> </ul>	<ul style="list-style-type: none"> <li>● Name</li> <li>● Email address and other contact details</li> <li>● Position/title</li> <li>● Other personal data which you or the organisation you represent choose to provide to us</li> </ul>	<p>Legitimate interest</p> <p><i>It is in our legitimate interest to participate in procurement processes administered by a government agency or public organisation and to be able to undertake the measures required in connection with such processes.</i></p>
<ul style="list-style-type: none"> <li>● Primarily in the form of collection, use and storage in order to manage and administer supervisory matters and enquiries from competent authorities</li> </ul>	<ul style="list-style-type: none"> <li>● Name</li> <li>● Email address and other contact details</li> <li>● Position/title</li> <li>● Other personal data which you or the organisation you represent choose to provide to us</li> </ul>	<p>Legal obligation</p> <p><i>In certain cases we are obligated to process your personal data in order to be able to fulfil our legal obligations.</i></p>

**Storage period:** The personal data we process within the framework of our contacts with government agencies, competent authorities and public organisations is stored for as long as it is necessary in relation to the matter relating to our contact with you and the organisation you represent. However, we will stop processing your personal data if you or the organisation you represent inform us that you are no longer that organisation's representative. Notwithstanding the previous sentence, in certain cases we may need to process your personal data in order to manage a claim or fulfil legal obligations. In such a situation, however, our processing of your personal data will be restricted to the specific matter at hand.