

## General information

DP Academy is run by DP Forum and Privacy Works Nordic AB (“PrivacyWorks”, “we”, “us”), where PrivacyWorks is the controller of personal data submitted. We are committed to protecting the privacy, integrity and security of your personal data. This Privacy Notice sets out the types of personal data we collect, how we collect and process that information, who we may share it with third parties in relation to the services we provide and certain rights and options that you have in this respect.

## Who is responsible for our processing your personal data?

Privacy Works Nordic AB is the legal entity which is the controller and therefore responsible for the lawful processing of personal data we collect. PrivacyWorks owns and operates the web site [www.dpacademy.se](http://www.dpacademy.se) and runs the course “Dataskyddsbudet i praktiken”.

## Personal data we collect

Primarily, PrivacyWorks collects personal data directly from you when you sign up for “Dataskyddsbudet i praktiken”. Secondly, we collect personal data when you contact us.

We may collect and process the following personal data from you:

- Name
- Phone number
- Employer
- Work title
- Email address
- Invoice address
- Food allergies/preferences
- Membership in DP Forum

## How will we use your personal data?

We may use your personal data (only) for the following purposes:

- To maintain adequate records of you,
- To administer and manage communication with you,
- To administer and manage our relationship with you as a participant at our courses, seminars or other events,

Please note that by signing up to Dataskyddsbudet I praktiken, you will also be included in LegalWorks’ marketing email list. You can unsubscribe from this list whenever.

The above-mentioned purposes will be processed on one or more of the following legal grounds:

- Because it is necessary for us to do so to perform in accordance with a contract between you and us;
- Based on our legitimate interests, such as communication and marketing purposes;
- Because it is necessary to comply with our legal obligations such as to keep records of our accounting or taxation purposes.

## Disclosure and international transfer of your personal data

We may disclose or transfer personal data to parties which process personal data on our behalf in order for us to run DP Academy, e.g. DP Forum and providers of IT-services, such as DraftIt or DPOrganizer. We may also transfer your personal data to our accounting firm that manages our billing and book keeping. High levels of security and confidentiality is always considered when transferring your personal data.

We only collaborate with parties that process personal data within the EU/EEA. To the extent that your personal data will be transferred to a country outside the EU/EEA, not recognised by GDPR as providing an adequate level of protection for personal data, such transfer will be covered by a framework recognised by GDPR and relevant authorities to ensure providing an adequate level of (such as the EU Commission's standard contractual clauses).

## Retention periods

We will not keep your personal data longer than what is necessary with regards to the respective purposes of the processing. We will store your personal data for as long as you are a participant in our training and administrative tasks that arise in the next coming year. Practically, this means that personal data will be sorted out when it is no longer up-to-date or necessary with regards to the purposes for which they were collected or if we have a legal obligation to store the data.

## Your rights

- **Access:** You have the right to request a copy of the personal data that we process about you. However, there are exceptions to this right, so that access may be denied if, for example, making the information available to you would adversely affect the rights and freedoms of another person, or if we are legally prevented from disclosing such information. If you want a copy of the data related to you that we process, please contact.
- **Accuracy:** We aim to keep your personal data accurate, current, and complete. We encourage you to let us know by contacting us if any of your personal data is not accurate or has changed since you provided us with it.
- **Objecting:** In certain circumstances, you have the right to object to processing of your personal data and to ask us to block, erase and/or restrict the processing of your personal data. If you would like us to stop using your personal data, please contact us.
- **Porting:** In certain circumstances, you have the right to request that some of your personal data is provided to you, or to another data controller, in a commonly used, machine-readable format.
- **Erasure:** You have the right to erase your personal data when the personal data is no longer necessary for the purposes for which it was collected, or when, among other things, your personal data have been unlawfully processed.
- **Complaints:** If you believe that your data protection rights may have been breached, you have the right to lodge a complaint with the applicable supervisory authority, or to seek a remedy through the courts.

You may, at any time, exercise any of the above rights, by contacting us using the contact information provided in this Privacy Notice. We may require that you provide an appropriate a proof of your identity, e.g. a copy of your ID card, or passport, or any other valid identifying document or service.

**Links to other websites**

In the event that our website includes links to third parties' websites, webpages, or material published at a third party, please note that these links are for informational purposes only. Due to PrivacyWorks' lack of control over such links, we are not liable for any of its content. PrivacyWorks is not liable for any loss or damages which may occur through a usage of these links.

**How to contact us**

For more information about our Privacy Notice or if you have any questions, please contact us at: [info@privacyworksnordic.com](mailto:info@privacyworksnordic.com).

This Privacy Notice is applicable from 2018-05-25.