

Processing of personal data at the Nordic ARC

Nordic ARC is responsible for all processing of personal data within its operations. Here, we describe how your personal data are processed at Nordic ARC. Nordic ARC processes personal data in accordance with the EU's General Data Protection Regulation (GDPR).

How does Nordic ARC process your personal data?

Nordic ARC processes personal data to fulfill its research activities and services and to collaborate with partners, customers and society. We also process personal data to review and improve our operations and services and for statistical purposes.

All processing of personal data at Nordic ARC is done for one of these purposes. All processing must also have a legal basis. If the processing is based on your consent, you have the right to withdraw your consent at any time. Only the personal data needed for a particular purpose are processed.

For specific purposes or alternate use, you will receive specific and more detailed information about how your personal data are used and processed from the respective contact person at Nordic ARC. If you did not receive this information, please contact Nordic ARC's data protection officer, using the contact details at the bottom of the page.

What personal data do we collect?

At Nordic ARC, there are various reasons for collecting personal data. The most common reasons are that you are a research partner, study participant, employee, participant in an event, job applicant, or that you have contacted or collaborated with us for any other reason.

Most of this information will be collected directly from you. In certain cases, we also collect data from other sources, such as the Swedish Tax Agency.

What personal data we process depends on the information we need. The following information is often necessary:

- Contact information such as your name, address, phone number and email.
- Bank or other financial information to make a payment or send an invoice.
- Personal data collected because you participate in a research study.
- Information about persons who are part of studies, assessment and monitoring activities.
- Information on how to use our websites, for example, cookies, which are used to improve user-friendliness.
- Information for event participants.
- Personal data necessary for the administration of a job application or employment.

How are your personal data protected?

Nordic ARC ensures that all suitable technological and organisational measures are taken when processing personal data. The measures must ensure a security level appropriate to the risk. The security aspects must include confidentiality, integrity and availability as well as adequate technological protection. This may involve only giving authorised persons access to the information, and storing it in protected locations.

Who can access your personal data?

If your personal data are in an official document, anyone who requests access to this document can view your personal data unless the Public Access to Information and Secrecy Act (2009:400) prevents it. In case of such access, your permission will be required beforehand.

In addition to this, your data may be forwarded to Nordic ARC's partners in research projects, suppliers or other parties that need access to them following an agreement between Nordic ARC and yourself.

When transferring data to third parties, Nordic ARC will take all reasonable legal, organisational and technical precautions to protect your personal data.

For how long are personal data stored?

We only store your personal data for as long as the purpose of the processing requires.

- If, for example, you are an employee, we process your personal data for as long as we need to manage your employment.
- If you take part in a research study or event, we will specify our specific data management policy.
- Personal data of collaborators and customers is stored permanently for ongoing and eventual future activities in agreement with yourself.

Transferring personal data to a third country

Nordic ARC may transfer personal data to non-EU/EEA countries. If that happens, Nordic ARC will take all reasonable legal, organisational and technical precautions to ensure adequate protection of your personal data. You will also be informed if this happens.

Your rights under the General Data Protection Regulation

As an individual, your rights are defined in the General Data Protection Regulation. If you want to exercise any of these rights, contact our data protection officer (see “Contact” below).

Right to access

You have the right to be informed if Nordic ARC is processing your personal data. You also have the right to a free copy of the personal data that are being processed. If you request such personal data excerpts several times, Nordic ARC will charge a fee to cover the administrative costs. In connection with such a request, Nordic ARC also provides further

information on the processing, its purpose, categories of processed personal data, expected storage time, etc.

Right to rectification

You have the right to request that your personal data be rectified if they are incorrect. You can do this via your Nordic ARC contact person, or the data protection officer (see “Contact” below). Nordic ARC is obligated to correct your personal data without undue delay. Nordic ARC is not obligated to correct your data if they are only processed to document completed activities.

Right to erasure

You have the right to request that your personal data be erased from Nordic ARC's systems if the personal data are no longer needed to meet the purpose for which they were collected.

If your personal data has been transferred to other parties, Nordic ARC will take all reasonable measures to inform these parties about your request.

If Nordic ARC cannot delete your data for legal reasons, we will limit the processing of your data to only include what is necessary to fulfill our obligations.

The right to restrict processing

You have the right to request that the processing of your personal data be restricted – this means that Nordic ARC will only process your personal data for certain specific purposes. Nordic ARC can restrict processing in the following cases:

- You claim that your personal data are incorrect and Nordic ARC requires time to verify the accuracy of the data.
- Nordic ARC no longer requires the data, but you have requested that we continue to store it because you require it to exercise a legal claim.

- You object to processing carried out by Nordic ARC. In that case, processing is limited until it has been established whether your reasons for objecting override Nordic ARC's legitimate reasons for processing the data.
- You want us to erase your personal data, but we cannot comply for some reason.

The right to object to processing

In certain cases, you have the right to object to Nordic ARC's processing of your personal data, for example, regarding research or participation in events. SLU will then cease processing unless we have imperative grounds to continue with it or if processing is necessary to exercise a legal claim.

Contact

Data protection officer:

Michael Löbmann

Michael@nordic-arc.eu

If you have any questions about data protection, please contact our data protection officer

If you are not happy with the answer provided by Nordic ARC, you can take your complaint to the Swedish Authority for Privacy Protection.

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