

Privacy Policy

Policy last reviewed	February 2022
Published on	FEI website under: fei.se/international/regulations



Contents

1. What is personal data and how is it processed?	3
2. Who is responsible for the personal data we process?	3
3. What personal data do we collect about you and for what purpose?	3
3.1 For example, if you make a general request about FEI's course offering or about FEI as an employer	3
3.2 When you apply or participate in a professionally oriented course arranged by FEI	4
3.3 When you, as an employer, apply for a contract education for an employee of a Swedish higher education institution with whom FEI has a cooperation agreement	5
3.4 When you apply and are admitted to an education arranged by FEI together with a UK university.....	6
3.5 If you apply for a course or education that together with an external partner who is not a university or a higher education institution	7
3.6 When you, as an employee, are a participant in a contract education at a Swedish higher education institution with which FEI has a cooperation agreement	7
3.7 When you apply and participate in our higher vocational education programmes	8
3.8 When you apply for student loans through FEI	10
3.9 When your education or contractual relationship has ended with FEI	10
3.10 When we use your personal data to evaluate our work	11
3.11 When we collect your personal data from external sources for the purpose of marketing FEI ..	12
3.12 When we photograph or film	12
4. How long do we store your personal data?	13
5. From what sources do we collect your personal data?	13
5.1 When you send us an email	13
6. Who may we share your personal data with?	13
7. Where do we process your personal data?	14
8. What rights do you have as a data subject?	14
8.1 Right of access (register extract)	14
8.2 Right to rectification	14
8.3 Right to erasure	14
8.4 Right to restriction	15
8.5 Right to object to certain types of treatment	15
8.6 Data portability	15
9. How is your personal data protected?	16
10. About changes in the privacy policy.	16
11. What does it mean that the Swedish Authority for Privacy Protection is the supervisory authority?	16

At FEI, we protect your personal privacy and strive to protect your personal data as well as possible. This Privacy Policy explains how we collect and use your personal information and what rights you have as a data subject. The privacy policy and procedures described here are the General Data Protection Regulation (GDPR). More information about the regulation can be found on the Swedish Authority for Privacy Protection's website:

<https://www.datainspektionen.se/dataskyddsreformen/dataskyddsförordningen/>

We think it is important that you take note of and understand the privacy policy. Our hope is that you will feel safe with our processing of your personal data. You are always welcome to contact us if you have any questions. You can contact us by email at: integritet@fei.se.

1. What is personal data and how is it processed?

Personal data is any information that can be linked directly or indirectly (i.e. together with other data) to you, e.g. name, image, social security number, IP address, and travel and purchase history.

Processing of personal data is everything that happens with the personal data. Any action taken with personal data constitutes handling, regardless of whether it is carried out automatically or not. Examples of handling are collection, registration, organisation, structuring, storage, processing, transfer, and deletion.

2. Who is responsible for the personal data we process?

The controller is the person who decides why and how personal data should be processed. For example, a data controller can be a municipality, authority, organisation or a company.

FEI is ultimately responsible for the data we store. Our company registration number is 556263-3288. Address: Kammakargatan 10, Box 1341, SE-111 83 Stockholm, Sweden.

If you have questions about your personal data, you can contact us by e-mail: integritet@fei.se. In cases where we cooperate with other parties to offer you courses, such as higher education institutions and foreign universities, these will be responsible for their respective treatment of the data.

3. What personal data do we collect about you and for what purpose?

In this section, we explain what personal data we collect, why we do so and how your personal data is used to enable us to offer you relevant services and offers, and provide information.

3.1 For example, if you make a general request about FEI's course offering or about FEI as an employer

Purpose

If you in any way contact FEI and, for example, have a general question about our course offering or a request to work with us, we handle the information that you have chosen to provide to us, such as names and contact information.

The personal data we store is

We store the personal data that you provide to us.

How we process your personal data

The processing of your personal data depends on what your case is about.

Legal basis

We handle your personal data for our and your legitimate interest in handling your case (balancing of interests). In such cases, FEI has, after careful consideration, found that your interests or fundamental rights and freedoms in this context are more important and require the protection of personal data. If we determine that there is an interest for you that we save your data for a longer period of time than 12 months, you will be asked whether you agree that we will save your data for a longer period of time. You will then receive information about how long your personal data may be stored and how to withdraw your consent.

Storage

Depending on the situation, we may store your personal data for up to 12 months to ensure traceability in your communication to us.

3.2 When you apply or participate in a professionally oriented course arranged by FEI

Purpose

When you apply to and participate in a course organised by FEI, we must be able to handle your application, admission and payment. We register your application in our admissions system, and register the payment information in our accounting system. We store your e-mail address so that you can receive an application confirmation and other information about the application and studies. We also compile a class list with names of your fellow students that we share in order to administer the course and to give students the opportunity to interact with each other.

The personal data we store:

- ▶ Your name and contact details such as address, email and phone number.
- ▶ Your communication with us and the details of your application.
- ▶ Billing and payment information.
- ▶ Still and moving images.
- ▶ Dietary restrictions or other information that you provide yourself.

The treatment of this data includes:

- ▶ Registration and identification of data necessary to manage the application and to communicate with you.
- ▶ Processing of the data that is necessary to be able to administer your course.
- ▶ Administration and handling of study results.
- ▶ All sessions delivered via FEIFLEX are recorded and saved, including the feed from your webcam. These recordings can be viewed by fellow students.
- ▶ Compilation and distribution of class lists to fellow students.

Legal basis

The processing of your personal data is necessary at the time of application to satisfy our and your interest in handling your application, to otherwise administer the course and to give the students the opportunity to interact with each other during the course. This so-called legitimate interest provides a legal basis for us to process your personal data. When you are admitted to a course, the processing of your personal data is necessary for us to fulfil our obligations under the entered agreement. This constitutes a legal basis for us to continue processing your personal data.

Storage

The data is stored during the duration of the course and for an additional 36 months. For invoicing purposes we save data according to the requirements that follow from accountancy legislation. Diploma information is stored in an archive for a further 48 months, so as to be able to provide you with a certificate of your studies with us. Information regarding dietary constraints or other additional information will only be accessible via the booking itself. If you have not been admitted to the course you have applied for, the data will be saved for a maximum of six months. Images or recordings created within the framework of FEIFLEX are deleted when the relevant course is completed.

3.3 When you, as an employer, apply for contract teaching for your employee to a course of a Swedish higher education institution with whom FEI has a cooperation agreement

Purpose

When you as an employer apply for contract teaching for your employee to a Swedish higher education institution with whom FEI has a cooperation agreement, we must be able to handle the application, admission and payment. We register the application in our admissions system, and register the payment details in our accounting system. We need your and the employee's e-mail address for you to be able to receive application confirmation and other information about the application and studies.

The personal data we store:

- ▶ Your name and contact details such as address, email and phone number.
- ▶ The employee's name, social security number and contact details such as address, e-mail and telephone number.
- ▶ Your communication with us and details of your application.

The treatment of this data includes:

- ▶ Registration and identification to handle the application.
- ▶ Control of purchase agreements.
- ▶ Communication to you as a contractual party and to the employee that they have been accepted to a course and who the awarding partner is.
- ▶ Communication via email to send out information and study results.
- ▶ Transfer of your data to the higher education institution responsible for the contract teaching course.

Legal basis

The processing of your personal data is necessary for FEI and their academic partner to be able to handle your application. This so-called legitimate interest provides a legal basis for us to save and process your personal data. If the application is accepted, your data will be processed for FEI and the academic partner to be able to fulfil the contract for contract teaching with you.

Storage

The data is stored for the duration of the contract and for an additional 36 months. In the invoicing system, they are saved according to the requirements that follow accountancy regulation.

3.4 When you apply and are admitted to a course arranged by FEI together with a UK university

Purpose

When you apply to and participate in a course that we arrange together with a UK university, we must be able to handle your application, admission and payment. We register your application in our admissions system and register the payment details in our accounting system. We need your e-mail address to be able to deliver application confirmation and other information about the application and studies. We also compile a class list with names of your fellow students that we share in order to administer the course and to give students the opportunity to interact with each other.

The personal data we store:

- ▶ Your name, social security number and contact details such as address, email and phone number.
- ▶ Your communication with us and details of your application.
- ▶ Still and moving images.
- ▶ Dietary restrictions or other information that you provide yourself.

The treatment of this data includes:

- ▶ Registration and identification of data necessary to manage the application and to communicate with you.
- ▶ Processing of the data that is necessary to be able to administer your course.
- ▶ Administration and handling of study results.
- ▶ All sessions delivered via FEIFLEX are recorded and saved, including the feed from your webcam. These recordings can be viewed by fellow students.
- ▶ Compilation and distribution of class lists to fellow students.
- ▶ Transfer of your data to the UK University for the management of your application and then administration of the education, study funds, examination, grading and assessment of studies.

Legal basis

The processing of your personal data is necessary to satisfy our, the UK university's and your interest in handling your application, to otherwise administer the education and to give the students the opportunity to interact with each other. During the education this so-called legitimate interest provides a legal basis for us to process your personal data in connection with the application process. If you are admitted to a course, the processing of your personal data is necessary for us to fulfil our commitments under the entered agreement. This agreement constitutes a legal basis for us to continue to process your personal data.

Storage

The data is stored during the duration of the course and for an additional 36 months. For invoicing purposes we save data according to the requirements that follow from accountancy legislation. Diploma information is stored in an archive for a further 48 months, so as to be able to provide you with a certificate of your studies with us. Information regarding dietary constraints or other additional information will only be accessible via the booking itself. If you have not been admitted to the course you have applied for, the data will be saved for a maximum of six months. Images or recordings created within the framework of FEIFLEX are deleted when the relevant course is completed.

3.5 If you apply for a course given by FEI together with an external partner who is not a university or a higher education institution

Purpose

When you apply to and participate in course that we arrange together with an external partner that is not a university or a higher education institution, we must be able to handle your application, admission and payment. We register your application in our admissions system and register the payment details in our accounting system. We need your e-mail address to be able to deliver application confirmation and other information about the application and studies. We also compile a class list with names of your fellow students that we share in order to administer the course and to give students the opportunity to interact with each other.

The personal data we store:

- ▶ Your name, social security number and contact details such address, email and phone number.
- ▶ Your communication with us and details of your application.
- ▶ Still and moving images.
- ▶ Dietary restrictions or other information that you provide yourself.

The treatment of this data includes:

- ▶ Registration and identification of data necessary to manage the application and to communicate with you.
- ▶ Processing of the data that is necessary to be able to administer your course.
- ▶ Administration and handling of study results.
- ▶ All sessions delivered via FEIFLEX are recorded and saved, including the feed from your webcam. These recordings can be viewed by fellow students.
- ▶ Compilation and distribution of class lists to fellow students.
- ▶ Transfer of your data to the UK University for the management of your application and the administration of the course, examination, grading and assessment of studies.

Legal basis

The processing of your personal data is necessary to satisfy our and your interest in handling applications, to otherwise administer the education and to give participants the opportunity to interact with each other during the training. This so-called legitimate interest provides a legal basis for us to process your personal data. If you are admitted to a course, the processing of your personal data is necessary for us to fulfil our commitments under the entered agreement. This agreement constitutes a legal basis for us to continue processing your data.

Storage

The data is stored during the duration of the course and for an additional 36 months. For invoicing purposes we save data according to the requirements that follow from accountancy legislation. Diploma information is stored in an archive for a further 48 months, so as to be able to provide you with a certificate of your studies with us. Information regarding dietary constraints or other additional information will only be accessible via the booking itself. If you have not been admitted to the course you have applied for, the data will be saved for a maximum of three months. Images or recordings created within the framework of FEIFLEX are deleted when the relevant course is completed.

3.6 When you, as an employee, are a participant in a contract teaching course at a Swedish higher education institution with which FEI has a cooperation agreement

Purpose

Once you have been admitted to a contract teaching course ordered by your employer, we handle your personal data in order to be able to administer the education and be able to transfer your data to the

higher education institution that is the awarding body of the course. We record your modules and results and share the information with your employer. We need your e-mail address to enable you to receive booking confirmations and other information about the course. We also compile a class list with names of your fellow students that we share in order to administer the course and to give students the opportunity to interact with each other.

The personal data we store:

- ▶ Your name, social security number and contact details such address, email and phone number.
- ▶ Your communication with us and details of your application.
- ▶ Still and moving images.
- ▶ Dietary restrictions or other information that you provide yourself.

The treatment of this data includes:

- ▶ Registration and identification of data necessary to manage the application and to communicate with you.
- ▶ Processing of the data that is necessary to be able to administer your course.
- ▶ Administration and handling of study results.
- ▶ All sessions delivered via FEIFLEX are recorded and saved, including the feed from your webcam. These recordings can be viewed by fellow students.
- ▶ Compilation and distribution of class lists to fellow students.
- ▶ Transfer of your data to the Swedish University for the examination, grading and assessment of studies.
- ▶ Communication of study results with your employer.

Legal basis

The processing of your personal data is necessary for us to fulfil our commitments to you and your employer when you participate in contract training under the agreement entered into with your employer. The agreement with your employer is a legal basis for us to process your personal data. The processing of your personal data is also necessary to satisfy our and your interest in otherwise administering the course and to give the participants the opportunity to interact with each other. This so-called legitimate interest provides a legal basis for us to process your personal data.

Storage

The data is stored during the duration of the course and for an additional 36 months. For invoicing purposes we save data according to the requirements that follow from accountancy legislation. Diploma information is stored in an archive for a further 48 months, so as to be able to provide you with a certificate of your studies with us. Information regarding dietary constraints or other additional information will only be accessible via the booking itself. If you have not been admitted to the course you have applied for, the data will be saved for a maximum of two months. Images or recordings created within the framework of FEIFLEX are deleted when the relevant course is completed.

3.7 When you apply and participate in our higher vocational education programmes

Purpose

When you register for a higher vocational course that we organise, we must be able to handle your application in order to make an admission decision and be able to communicate with you. We also compile a class list with names of your fellow students that we share in order to administer the course and to give students the opportunity to interact with each other.

The personal data we store:

- ▶ Your name, social security number and contact details such as address, email and phone number.
- ▶ Your communication with us and information about your application such as application documents in the form of CV, grades, etc.
- ▶ Dietary restrictions or other information that you provide yourself.

The treatment of this data includes:

- ▶ Collection of email addresses and data necessary to communicate with you.
- ▶ The application documents are assessed to determine whether you meet the eligibility requirements for the relevant programme.
- ▶ Processing of the data that is necessary to be able to administer your course.
- ▶ Administration and handling of study results for cooperating authorities, e.g. The Swedish Agency for Higher Vocational Education ("MYH"), CSN, and Statistics Sweden (upon request of statistical data).
- ▶ All sessions delivered via FEIFLEX are recorded and saved, including the feed from your webcam. These recordings can be viewed by fellow students.
- ▶ Compilation and distribution of class lists to fellow students.

Legal basis

The processing that takes place is necessary for us to be able to make an admission decision in accordance with regulations issued by the Swedish Agency for Higher Vocational Education ("MYH").

The processing of your personal data is also necessary to satisfy our and your interest in otherwise administering the course and to give the students the opportunity to interact with each other. This so-called legitimate interest provides a legal basis for us to process your personal data. According to the ordinance (2009:130) of MYH's regulations, we shall keep your study documentation during your study period in order to issue diplomas/exam certificates. Furthermore, MYH requires that we as an education provider keep documents (i.e. study documentation about you) as long as the education is included in the higher vocational education system until two years after the decision to be part of a higher vocational education no longer applies. It is important that as long as the course studied by you is a higher vocational course at FEI (as decided by MYH), the study documentation is preserved. In order to enable you to contact us upon completion of your education and request certificates, grades or other information about your completed studies, we will keep your personal data for up to ten (10) years after the training. After that, they are deleted.

3.8 When you apply for student loans through FEI

Purpose

If you apply for a student loan through FEI, your data is saved in order to process the loan application. The collection of your personal data is required in order for us to provide this service.

The personal data we store:

- ▶ Your name and contact details such as your address, email and phone number.
- ▶ Your communication with us and details of your application.
- ▶ Billing and payment information.
- ▶ Other information that you provide yourself.
- ▶ Credit collection status

The treatment of this data includes:

- ▶ Collection of email addresses to send out newsletters and information necessary to communicate with you.

Legal basis

The processing of your personal data is necessary to satisfy our and your interest in handling your personal data. This so-called legitimate interest constitutes a legal basis for us to process your personal data. If you are granted a student loan the processing of your personal data is necessary for us to fulfil our obligations under the agreement. This agreement constitutes a legal basis for us to continue processing your personal data.

Storage

The uppgifter are saved until a granted loan in its entirety is repaid. In the event that a loan application is rejected, your data will be saved for up to six months in case you want to make a new application or supplement your already made application. In the invoice system, the data is saved according to accountancy regulations.

3.9 When your course or contractual relationship has ended with FEI

Purpose

When you have participated in a course at FEI, your personal data is saved after the course has ended in order for us to offer you relevant suggestions on e.g., continuation courses or other courses that may be of interest to you.

The personal data we store:

- ▶ Your name and contact details such as your address, email and phone number.
- ▶ What courses you have taken.
- ▶ Study results so that we can assess your eligibility for e.g. continuation courses.

Other information we may save:

- ▶ Company name and contact details such as address, e-mail and telephone number.

The treatment of this data includes:

- ▶ Direct marketing
- ▶ Statistics

Legal basis

The processing of personal data is done on the basis of a balance of interests when we have a keen interest in using your data for statistics and to promote our services. FEI has carefully considered this and determined that your interests or fundamental rights and freedoms in this context do not outweigh and require the protection of personal data. If you do not want to receive marketing from us, you can easily decline this by replying to one of our mailings and stating this.

Storage

The data is stored for the above purposes for 36 months.

3.10 When we use your personal data to evaluate our work

Purpose

We continuously analyse and evaluate our work in order to develop and improve our services and systems. For us, it is also important that you as a former student or client of our services can be involved in influencing our offering. For example, we may send out a survey to collect our students' opinions and wishes. We also sometimes examine the information we already have about you in order to be able to improve our range of services. Based on the data we collect (e.g. position, region and booking history), we perform an analysis that may result in you being sorted into a group (segment), but the analysis is never done at the individual level. The insights from the analysis form the basis for which services are offered.

The personal data we store:

- ▶ Your name and contact details such as your address, email and phone number.
- ▶ Which course you have taken.
- ▶ Correspondence and feedback regarding our services.
- ▶ Booking history.
- ▶ Information on how you learned about FEI.
- ▶ Course evaluations.

The treatment of this data includes:

- ▶ FEI uses your data to contact you for surveys regarding the course you attended.
- ▶ Collection of email addresses and data necessary to communicate with you through different channels.

Legal basis

The processing is necessary to satisfy our legitimate interest in evaluating, developing and improving our services and systems. We do the processing of personal data and other data on the basis of interest when we have a fair interest in using your data for statistics and to promote our services. FEI has, after careful consideration, found that your interests or fundamental rights and rights in this context do not outweigh our interests and require protection of personal data.

Storage

We save your data for 24 months for the above-mentioned purposes.

3.11 When we collect your personal data from external sources for the purpose of marketing FEI

Purpose

In order to promote our courses, we sometimes collect contact information from external sources. Cases may include students who are currently, or have completed an education at a higher vocational education institution in Sweden and individuals who are educational leaders at a higher vocational education in Sweden. The data is collected for the purpose of marking supplementary courses that we deem relevant to you or your students. We may also collect data from external sources in order to promote our other courses. The information can, for example, be collected from universities, authorities or public registers.

The personal data we process:

- ▶ Your name and contact details such as your address, email and phone number.
- ▶ Which course you are studying, have studied or that you are an educational leader at.
- ▶ Correspondence and feedback regarding our services.

The treatment of this data includes:

- ▶ FEI uses your data to contact you in regards to the courses we offer.
- ▶ Collection of personal data necessary to communicate through different channels with you.

Legal basis

The processing is necessary to satisfy our legitimate interest in being able to send you information and promotional marketing. This legitimate interest provides a legal basis for us to process your personal data. FEI has, after careful consideration, found that our interest in marketing and informing about our education outweighs any objections that may exist against being contacted by us for this purpose and your interest in protecting your privacy.

Storage

We never store data longer than necessary with respect to the purposes of the processing. We therefore carry out regular deletions of stored personal data and delete the data that is no longer needed. If you have not responded to direct marketing, as a starting point we store your personal data for 3 months after you receive the marketing from us. The data may be stored for a longer period of time if you receive an offer that is valid for a period of time exceeding three months. In such cases the data is stored during the duration of the offer and 2 months thereafter. Within one month of collecting your data from external sources, you will receive information that your personal data is processed whereby you have the right to reject continued processing. See below how you exercise your rights in accordance with the General Data Protection Regulation.

3.12 When we photograph or film

A large part of FEI's courses take place with remote students. FEI has developed a system, FEIFLEX, which means that all lectures and seminars are filmed and accessible live, recorded and available for review throughout the courses. This allows students to participate regardless of physical location. The ability to film and record students is therefore central to the distance learning model.

In addition to this, we also use photographs and film to inform about our activities.

If you do not want to participate in a film or photo in this context, you can easily let us know at the time of the photo and film.

If you subsequently discover that you are still in a picture or film posted on our website or social media, you have the right to have them removed. If so, contact us and we will remove these images as soon as possible. Contact us by email: integritet@fei.se.

When we photograph or film you for the purpose of promoting FEI, we make sure to obtain your consent by asking you to enter into a model agreement.

4. How long do we store your personal data?

Your personal data is only stored for as long as it takes to fulfill the purpose of the processing, or as long as we have to store it by law. After that, your data will be deleted or de-identified so that it can no longer be linked to you. Read more about how long we save your data above under each section of Chapter 3.

5. From what sources do we collect your personal data?

The information we have about you is mainly that which you have provided to us or that we have collected from you based on your previous academic history. However, in cases where references are required in an application, FEI may collect information about you from a third party. These references are provided by you as an applicant and you will be informed when submitting the references that these may be contacted by us.

5.1 When you send us an email

When you send us emails, we handle the content according to our email policy, which means that:

- ▶ In the event that we receive email containing personal data from you and you are covered by one of the categories under Chapter 3, your personal data will be processed as set out in the respective sections of Chapter 3.
- ▶ If we receive email with personal data to be stored, we transfer it to the appropriate system and then delete the message.
- ▶ If the message contains sensitive personal data, such as health data, it is deleted and none of it is saved.
- ▶ If you contact us via email and you are not already in our register, we will save your data to handle your case. The data will then be deleted within 12 months if you have not agreed to let us save your data.

6. Who may we share your personal data with?

Where necessary, we share your personal data with companies that are in one way or another subject to us. These subcontractors are called data processors. A data processor is a processing company that processes information on our behalf and according to our instructions. We have personal data processors who help us with:

- ▶ IT services (companies that handle the necessary operation, technical support and maintenance of our IT solutions).
- ▶ Payment solutions (card acquiring companies, banks and other payment service providers).
- ▶ Training and events.

When your personal data is shared with data processors, it is only for the purposes we have specified. We check all data processors to ensure that they can provide sufficient guarantees of the security and confidentiality of personal data. We have written agreements with all data processors where they guarantee the security of the personal data processed and undertake to comply with our

security requirements as well as restrictions and requirements relating to international transfer of personal data.

We never pass on your personal data to any other third party.

7. Where do we process your personal data?

We always strive for your personal data to be processed within Sweden. If this is not possible, we choose similar solutions as far as possible within the EU. Where personal data for which FEI is responsible is to be transferred to a country outside the EU/EEA, it is done in accordance with the rules of the General Data Protection Regulation to maintain equivalent privacy. This means that there is either a decision by the European Commission that there is an adequate level of protection regarding the country in question, that appropriate safeguards have been taken in other ways – then by the receiving organisation abroad acting under legally binding contractual clauses or company rules. In the absence of such, FEI obtains special permission from the supervisory authority or your explicit consent for the transfer of personal data abroad to take place. Where your consent to such transfer is requested, you will receive information about any risks associated with the transfer. If you would like information about applicable safeguards in cases of transfer of your personal data outside the EU/EEA, please contact integritet@fei.se.

If you would like to receive a copy of the protective measures that have been taken in order to provide information about where these have been made available, please feel free to contact us.

8. What rights do you have as a data subject?

Below are the rights you have as a data subject. Information about your rights can also be found on this website: <https://www.datainspektionen.se/lagar-och-regler/personuppgiftslagen/din-rattigheter/>.

8.1 Right of access (register extract)

We are always open and transparent about how we process your personal data. If you want to know more about what information we process about you, please feel free to contact us to access your data. The information is provided in the form of a register extract describing the purposes, categories of personal data, legal periods and information about where the information has been collected. When you request access to your personal data, we may ask for additional data to ensure the efficient handling of your request and that the information is provided to the right person.

8.2 Right to rectification

You can request that your personal data be corrected if the data is incorrect. Within the framework of the stated end goal, you also have the right to supplement any incomplete personal data. To do this, contact FEI by email: integritet@fei.se.

8.3 Right to erasure

You can request the deletion of personal data we process about you in case:

- ▶ The data are no longer necessary for the purposes for which it has been collected or processed.
- ▶ You object to a balance of interests we have made based on legitimate interest and your reason for removal outweighs our legitimate interest.
- ▶ You object to your personal data being used for direct marketing purposes.
- ▶ Personal data is processed illegally.

Please note that we may have the right to refuse your request if there are legal obligations that prevent us from immediately deleting certain personal data. These obligations come from accounting and tax legislation.

8.4 Right to restriction

You have the right to request that our processing of your personal data be restricted. A restriction can be made for several reasons.

- ▶ If you dispute that the personal data we process is correct, you can request limited processing during the time we work to check whether the personal data is correct.
- ▶ If you dispute that we delete your data. For example, you may need the information we have about you in order to establish, assert or defend legal claims. In these cases, you may request limited processing of the data.
- ▶ If you have objected to a balance of interests claim of legitimate interest that we have made as a legal basis for using your data. Then you can request limited processing during the time we work to check whether our legitimate interests outweigh your interests in having the data deleted.

If the processing has been restricted in accordance with any of the situations above, we may only, in addition to the storage itself, process the data to establish, assert or defend legal claims, to protect someone else's rights or if you have given your consent.

8.5 Right to object to certain types of treatment

You always have the right to decline direct marketing and to object to any processing of personal data based on a balance of interests. An objection can be made on two grounds:

- ▶ Balance of interests: in cases where we use a balance of interests as a legal basis, you have the opportunity to object to the processing. In order to continue processing your personal data after such an objection, we need to be able to show a compelling legitimate reason for the processing in question that outweighs your interests, rights or freedoms.
- ▶ Direct marketing: you have the opportunity to object to your personal data being processed for direct marketing. The objection also includes the analysis of personal data (so-called profiling) carried out for direct marketing purposes. Direct marketing refers to all types of outreach marketing measures, such as by post, email and SMS.

If you object to direct marketing, we will cease the processing of your personal data for that purpose and cease all types of direct marketing measures.

8.6 Data portability

In addition, you have the right to obtain the personal data about you that you have provided to FEI, in a structured, widely used and machine-readable format, if you wish to transfer such personal data directly to another actor.

9. How is your personal data protected?

We use IT systems to protect the privacy, integrity and access to your personal data. We have taken special security measures to protect your personal data against unlawful or unauthorised processing (such as unauthorised access, loss, destruction or damage). Only those people who actually need to process your personal data in order for us to fulfil our stated purposes have access to it.

10. About changes in the privacy policy

We may make changes to our privacy policy. The latest version of the policy is always available on our website <https://www.fei.se/integritetspolicy>.

In the case of updates that are of crucial importance for our processing of personal data (e.g. changes of stated purposes or categories of personal data), or which may be of crucial importance to you, you will receive information by email well in advance. We will also explain the meaning of the update and how the changes can affect you.

11. What does it mean that the Swedish Authority for Privacy Protection is the supervisory authority?

The Swedish Authority for Privacy Protection is responsible for monitoring the application of the legislation. Anyone who believes that a company handles personal data incorrectly can file a complaint with the Swedish Authority for Privacy Protection.

If a personal data breach occurs, we must report it to the Swedish Authority for Privacy Protection. A breach is an event that leads to the accidental or illegal destruction, loss or alteration of your personal data.

It may also be a personal data breach if the incident leads to unauthorised disclosure of or access to the processed personal data. The incident must be reported to the Swedish Authority for Privacy Protection within 72 hours of the discovery.