

Stockholm, 21 May 2018

Skeppsbron Skatt's Data Protection Policy

Protecting your privacy is very important to us at Skeppsbron Skatt – we want to process your personal data securely. On this page you can find information about how we collect and store your personal data.

Description of our processing of personal data

We process personal data in accordance with this personal data policy and current legislation, including the EU General Data Protection Regulation (GDPR) and other applicable national data protection laws in Sweden.

We want to be able to keep in touch with you and inform you about issues that are important to you. On our website you can sign up for our newsletter and apply to work at Skeppsbron Skatt.

Skeppsbron Skatt collects personal data for the following purposes:

- **To conclude and perform agreements to provide legal advice:** We collect information that is supplied to us by our customers or on their instructions, or is generated by us, before or when concluding or performing an agreement to provide legal advice. Collecting data in this way is based on our legitimate interest as a tax adviser when we provide legal services.

We also use personal data that have been collected when questioning customers in order to meet our statutory obligations, e.g. as regards money laundering and knowledge of our customers' procedures. In addition, we collect personal data that are needed to meet our obligations under our current policy on conflicts of interest.

The personal data that are collected relate to identification, contact details and matter-related background information supplied by our customers, their representatives or their counterparties. In some cases your personal data have been supplemented with information obtained from other sources, including searches via public search engines, sector-specific newsletters, social media and your employer's website to confirm your current professional position.

- **Newsletters, publications, events and networks:** When you are registered as a customer with us, register an e-mail address to receive newsletters, sign up for an event or join a



network, you will be asked to provide certain personal details, such as your name, address, employer or company, position, telephone number, e-mail address and invoicing information.

Your personal data will be recorded and stored in order to administer, prepare and evaluate meetings and membership of networks, reply to a contact enquiry, provide material ordered or market forthcoming seminars, meetings and news distributed by e-mail.

We will use the personal data for these purposes until you inform us that you no longer wish to receive any information from us. You can do this at any time by clicking on the "unsubscribe" button in one of our newsletters or by contacting us by e-mail at: privacy@skeppsbronskatt.se

This use of your personal data is based on our legitimate interest in marketing our services to you or remaining in contact with various interested parties.

- **Seminars and events:** In conjunction with events at which we serve food, we may collect your dietary and other preferences. All such information that you supply will be immediately erased when we no longer have any reason to store it.

Photography, filming and sound recording may be made at our seminars, events and network meetings. These may be used to provide information about our activities on websites and social media. If you have any objections to our using a picture or film in which you identify yourself, please contact us direct at our facilities or by e-mail: privacy@skeppsbronskatt.se

- **Cookies:** Skeppsbron Skatt's website uses cookies to give you the visitor as good an experience of the website as possible. Cookies are used to improve the user experience. Cookies are also used to monitor traffic on our website, and for statistical purposes. The information we collect is anonymous, and contains no personal details such as your name or e-mail address. You can change your computer settings to prevent Skeppsbron Skatt from installing cookies on your computer. However, switching cookies off may prevent certain features of our website from working. For more information, please read our Cookie Policy.
- **Career, job applications:** Personal data supplied by you when you apply to work at Skeppsbron Skatt on our career pages are saved in a separate system. Your personal data are recorded in order to administer recruitment for the position or place applied for. Your data will be stored for a maximum of two years after the recruitment process has been completed. Your data may be saved for longer if we see potential for you to take part in another recruitment process at a later date, provided you give your consent to this.

Information provided may be forwarded to sub-contractors that supply tools for recruitment and aptitude tests.



How are personal data processed?

Skeppsbron Skatt processes personal data only for the purposes for which they were collected as described above, and personal data are only available to authorised employees whose position requires them to process personal data to perform their work. The personal data are not saved for longer than is necessary for the specific purpose. Skeppsbron Skatt has taken appropriate technical and organisational measures to keep your personal data safe. We ensure that only authorised persons have access to your personal data. We also have an internal policy for secure processing of personal data.

Are personal data transferred to third parties?

We will not disclose personal data to third parties unless required to do so by law, or to prepare for legal proceedings or to defend ourselves against claims or to perform services for our customers. However, your personal data may be transferred to, and processed by, third-party suppliers that perform services for Skeppsbron Skatt, but only to the extent necessary to enable them to perform services requested by Skeppsbron Skatt. Only personal data that are necessary to meet the purposes described above will be supplied to those third parties. All third-party suppliers must abide by our instructions and applicable written data processing agreements, and take appropriate technical and organisational measures to protect the personal data.

Your rights

We have a statutory duty to ensure that your data are kept correct and up to date. We kindly ask you to help us fulfil this duty by ensuring that you inform us of any changes in your contact information by contacting us by e-mail at: privacy@skeppsbronskatt.se

You can at any time exercise the following rights in relation to the personal data we process.

- **Right of access and rectification:** You have the right to request access to your personal data. This includes the right to be informed of whether personal data about you are processed, what personal data are processed, and the purpose of the processing. You also have the right to request that inaccurate or incomplete personal data be rectified.
- **Right to object:** You have the right to object to processing carried out on the basis of legitimate interest. Skeppsbron Skatt's processing is performed on the basis of legitimate interest as described below. The right to object means you can request that Skeppsbron Skatt do not process personal data on the basis of legitimate interest.
- **Right of erasure:** You can request that your personal data be erased if, for example, the personal data are no longer needed for the purpose for which they were collected, if the processing is unlawful or if the personal data must be erased so we can meet a legal requirement.



- **Right to data portability:** You have the right to request a copy of the personal data in a structured, commonly used and machine-readable format, as regards the data you have provided to Skeppsbron Skatt that have been processed on the basis of your consent or under an agreement.
- **Right to withdraw your consent:** If you have consented to Skeppsbron Skatt's processing in any respect, you have the right to withdraw that consent. When you withdraw your consent, the processing to which the consent relates will cease, and personal data collected on the basis of your consent will be erased, provided they are not needed for any other purpose for which Skeppsbron Skatt has the right to process your personal data.
- **Marketing opt-out:** We give you the opportunity to opt out of future marketing. When we send you newsletters, invitations or other marketing material, you can at any time choose not to receive further material by contacting us.

If you wish to exercise one or more of the above rights, please contact us by e-mail at: privacy@skeppsbronskatt.se Skeppsbron Skatt will deal with your request swiftly. If Skeppsbron Skatt does not intend to grant your request, wholly or in part, you will be informed of this, as well as the reasons for the decision.

Competent authority

If you have any complaints about how we process your personal data, or if you would like more information, please contact us and we will help you. If you wish to lodge a complaint about our processing of your personal data with a national supervisory authority, you can do so by contacting the Swedish Data Protection Authority (www.datainspektionen.se).

Contact us

Skeppsbron Skatt is controller of the personal data for the purposes described above. The contact details for our offices are available at <https://www.skeppsbronskatt.se>