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# PRIVACY POLICY

ZITAC CONSULTING AB

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GÖTEBORG | MALMÖ | STOCKHOLM | ÖREBRO | ZITAC.SE

# PRIVACY POLICY ZITAC CONSULTING AB

## PURPOSE

The purpose of this policy is to inform about how we at Zitac Consulting handle personal data. Additionally, the purpose is to inform about the rights related to our handling of personal identifiable information provided by GDPR. Personal data means any information that can directly or indirectly be linked to a physical person. This can, for example, be a name, email address, or phone number. Processing of personal data includes all handling of personal data such as collection, processing, storage, and deletion.

## CONTROLLER OF PERSONAL DATA

Responsible for handling personal data is Zitac Consulting AB, org no. 556638-7139, with address Gruvgatan 39, 421 30 Västra Frölunda.

## RIGHTS OF DATA SUBJECTS

The data subjects have a number of rights according to the General Data Protection Regulation. These rights simply mean that the data subjects should receive information about when and how their personal data is being processed and have control over their own data:

- Right to information - the data subject has the right to receive information when their personal data is being processed. Information about the processing of personal data should be provided by the controller both when the data is collected and when the data subject otherwise requests it.
- Right to correction - a data subject has the right to request that incorrect information is corrected.
- Right to erasure - data subjects have the right to request that the personal data relating to them be deleted. Data must be deleted in cases where:
  - The data is no longer needed for the purposes it was collected for
  - If the processing is based on the individual's consent and they withdraw their consent
  - If the processing is for direct marketing and the individual objects to their data being processed
  - If the personal data has been processed unlawfully
  - If erasure is required to fulfill a legal obligation
  - If data is deleted at the individual's request, the company must also inform those to whom they have provided data about the deletion.
- Right to restriction of processing - data subjects have the right to contact Zitac Consulting and in some cases demand that the processing of personal data be restricted. Restriction means that the data is marked so that it can only be processed for certain delimited purposes in the future.
- Right to data portability - the right to data portability means that the data subject in some cases has the right to receive their personal data. Data portability applies only to personal data that the data subject has provided themselves.

## USE OF PERSONAL DATA, LEGAL SUPPORT AND STORAGE TIME

Below are the purposes for which we process personal data, the legal basis for processing, and how long we will process the personal data.

## CONTACTS AT EXISTING CUSTOMERS

<b>Purpose</b> To be able to carry out assignments, invoice, and develop the business relationship with existing customers.		
<b>Treatment</b> Registration of contact persons for Billing Communication via phone and email regarding our contractual and mission-related commitments Storage and analysis of existing customers Implementation of quality surveys	<b>Personal data</b> First and last name Email address Phone number Title Correspondence	<b>Legal terms</b> Fulfill agreement - The treatment is necessary to Zitac Consulting must be able to fulfill its agreement with the customer as agreed assignment description. National accounting rules
<b>Purpose:</b> To be able to carry out assignments, invoice, and develop the business relationship with existing customers.		
<b>Storage time:</b> The data is saved as long as the business relationship continues and thereafter according to national accounting rules		

## CONTACTS AT POTENTIAL CUSTOMER

<b>Purpose</b> To be able to create business relationships with new customers.		
<b>Treatment</b> Collection of contact information via customer meetings, networking meetings or other meetings. Registration of contact details i internal systems for sales purposes Communication via phone and e-mail regarding Zitac Consulting Services	<b>Personal data</b> First and last name Email address Phone number Title Correspondence	<b>Legal terms</b> Legitimate interest: The treatment is necessary for Zitac Consulting's opportunity to create new business opportunities and business relationships
<b>Purpose:</b> To be able to carry out assignments, invoicing and develop the business relationship with existing customers.		
<b>Storage time:</b> The data is saved until it is no longer needed for the above-mentioned purpose or in cases where a business has not been created between the contact person company and Zitac Consulting within 12 months from the end of the relationship, or if a contact person objects to the processing		

## RECRUITMENT

<b>Purpose</b> To be able to handle an application for a job regardless of whether it is a spontaneous application or for an advertised position.		
<b>Treatment</b> Registration and management of application Employment interview Reference taking Tests	<b>Personal data</b> First and last name Email address Phone number Title Correspondence	<b>Legal terms</b> Legitimate interest - The treatment is necessary for the possibility of handling applications. Zitac Consulting advises against that applicants submit information about trade union membership

	Resumé	membership, sexual orientation, etc according to the GDPR is to be considered special categories of personal data
<b>Storage time:</b> The personal data is saved for up to 24 months after the end of the recruitment process, regardless of whether the application leads to employment or not, in order to be able to investigate any suspicions during that time discrimination.		

## CONTACTS AT COOPERATION PARTNERS

<b>Purpose</b> To be able to handle an application for a job regardless of whether it is a spontaneous application or for an advertised position.		
<b>Treatment</b> Registration of contact persons with partners in order to be able to carry out joint mission Communication via telephone and e-mail regarding our contractual and mission-related commitments Agreement with cooperation partners	<b>Personal data</b> First and last name Email address Phone number Title Correspondence	<b>Legal terms</b> Fulfill agreement - The processing is necessary for Zitac Consulting to be able to develop the company through business development or sale
<b>Storage time:</b> Personal data is processed from the start of discussion about collaboration and saved 3 years after termination collaborative relationship		

## EDUCATION, SEMINARS, WEBINAR ETC.

<b>Purpose</b> The processing is carried out in order to be able to carry out events, seminars and trainings		
<b>Treatment</b> Receive registration for an event, seminar or training Invitations to seminars, events and educations	<b>Personal data</b> First and last name Email address Phone number Title Correspondence Food requests	<b>Legal terms</b> Legitimate interest - The treatment is necessary for Zitac Consulting's opportunity to create new business opportunities and business relationships

**Storage time:** Personal data is stored from registration until after the evaluation has been completed. Then deleted the personal data as soon as possible.

## CAMERA SURVEILLANCE

<p><b>Purpose</b> Available to prevent burglary and theft. Other measures to prevent burglary and theft have not been enough to and therefore requires this action.</p>		
<p><b>Treatment</b> The material is for review only after the premises are alarmed, possibly confirmed burglary/theft. Otherwise happens no access.</p>	<p><b>Personal data</b> None</p>	<p><b>Legal terms</b> Legitimate interest - The legal basis is that we have made a balancing of interests. Before we decided on the camera surveillance, we have weighed needs and interests of guarding against it invasion of people's personal integrity which the camera surveillance means. The place has been prone to crime and therefore we see that there is a legitimate interest to prevent crime and vandalism</p>
<p><b>Storage time:</b> Stored up to 30 days</p>		

## PERSONAL DATA ASSISTANTS

A data processor is a company that processes personal data on behalf of Zitac Consulting and according to our instructions. Zitac Consulting has data processors in the following areas:

- Financial services, payroll management, and invoicing
- Management of sales activities
- Auditors

Zitac Consulting shares personal data for registered individuals with data processors in certain circumstances and in connection with the purposes and legal basis specified in this privacy policy.

With all data processors, there are written agreements that regulate how the data processor should handle the personal data we provide them with. In some cases, we may also be obliged to report personal data of registered individuals to authorities if we suspect any criminal activities.

## PROTECTION OF YOUR PERSONAL DATA AND COMPLAINTS

The data Zitac Consulting processes takes place in a way that ensures appropriate security for the personal data, including protection against unauthorized or unauthorized processing and against loss, destruction or accidental damage, using appropriate technical or organizational measures (integrity and confidentiality). Zitac Consulting has made the analysis that due to limited processing of personal data the company must apply security solutions such as shall be considered industry standard such as; encryption, updated firewalls, installed virus programs, etc. Datainspektionen is the reviewing authority regarding matters of a personal data nature. If you as a registered person mean that we process your personal data in an incorrect manner according to the law, so of course we want you to contact us at [info@zitac.se](mailto:info@zitac.se), but you also have the option of contacting the Data Protection Authority directly with a complaint.