

PRIVACY POLICY

- 1.1 The purpose of this privacy policy is to provide information on how Sweden-China Trade Council (“**SCTC**”) processes your personal data in connection with your interaction with us. We process personal data about our members and individuals who have registered to attend our events.
- 1.2 We respect your privacy and duly protect the personal data we process about you. All processing of personal data is carried out in accordance with the European Union’s General Data Protection Regulation (the “**GDPR**”). The following describes how we collect, process and share your personal data.

1. WHAT PERSONAL DATA WILL BE PROCESSED?

- 1.1 SCTC will collect and process the following personal data about you (your “**Personal Data**”):
- Contact information (name, address, email and telephone number);
 - Your Position at work; and
 - Membership account details (user name and password).

2. WHAT ARE THE PURPOSES OF PROCESSING YOUR PERSONAL DATA?

- 2.1 SCTC processes your Personal Data for the following purposes:
1. In order to register you as a member of Sweden-China Trade Council when requested;
 2. In order to register you for events when requested;
 3. **If you are a member**, in order to administrate your membership account;
 4. **If you attend an event**, in order to administrate the event fee and send you a confirmation on your registration;
 5. **If you are a member**, in order to send you membership-related information such as publications and other media concerning China and the country’s political and economic development, information about future events and invitations to the SCTC’s annual meeting;
 6. **If you have registered for an event but are not a member**, in order to send you information about future events and information such as publications and other media concerning China and the country’s political and economic development; and

7. In order to fulfil our legal obligations for tax and bookkeeping purposes.

2.2 The provision of your Personal Data is necessary for you to become a member of SCTC and/or to attend SCTC's events. If you do not provide your Personal Data to us, we will not be able to fulfil our obligations relating to your membership or your registration to events.

3. WHAT ARE THE LEGAL GROUNDS FOR PROCESSING YOUR PERSONAL DATA?

3.1 The processing of your Personal Data for purpose 1 to 5 in Section 2.1 above are based on that the processing is necessary for us in order to fulfil our obligations under our agreement to provide you with a membership to SCTC or administrate your request to attend our events.

3.2 The processing of your Personal Data for purpose 6 in Section 2.1 above is based on our legitimate interest to provide you with information regarding future events and other media updates. We have conducted a balancing interest test with the result that our legitimate interest outweighs your interest in not having your Personal Data processed for this purpose. You are always entitled to object to this assessment and deregister from our emails by using the link provided in each email. You can read further about your rights below.

3.3 The processing of your Personal Data for purpose 7 in Section 2.1 above is based on that we are under the legal obligation to process your Personal Data to fulfil our tax and bookkeeping obligations.

4. WHO HAS ACCESS TO YOUR PERSONAL DATA?

4.1 We have implemented appropriate technical and organisational measures to protect your Personal Data against loss, unlawful access, etc. The number of persons with access to your Personal Data is limited. Only individuals associated with SCTC that need to process your Personal Data in accordance with the purposes above will have access to your Personal Data.

4.2 We may also share your Personal Data with suppliers and partners that carry out services on our behalf such as our IT service providers, including MailChimp, Loopia and Interago in order to administrate and operate our website and our email system. We also share your personal data with Fortnox to administrate our invoicing.

4.3 Your Personal Data will be transferred to a country outside of EU/EEA such as the US which may have a lower level of protection than within the EU/EEA. The transfer is needed to administrate our email system. When transferring Personal Data to countries outside the EU/EEA, we use standard contractual clauses approved by the European Commission to ensure a sufficient level of protection for your Personal Data. The standard contractual clauses can be

found via the following link: https://ec.europa.eu/info/strategy/justice-and-fundamental-rights/data-protection/data-transfers-outside-eu/model-contracts-transfer-personal-data-third-countries_en.

5. FOR HOW LONG IS YOUR PERSONAL DATA STORED?

Your Personal Data will only be stored as long as the purpose for which it is kept exists and as long as permitted or required under local law. This means that your Personal Data will be stored for as long as you are a member of SCTC. Kindly, contact us if you end your employment with the member company. If you are not a member and only have attended events we will store your personal data for twelve months (12) after you have attended an event. The Personal Data necessary to fulfil our obligations to comply with our tax and bookkeeping obligations will be stored for a period of seven years.

6. WHAT ARE YOUR RIGHTS?

- 6.1 Sweden-China Trade Council Ekonomisk Förening, reg. no. 769601-3569, address Box 55680, 102 15 Stockholm, and email address info@sctc.se is the data controller for the processing of your Personal Data. This means that we are responsible for your Personal Data being processed correctly and in accordance with applicable laws.
- 6.2 You are entitled to know what Personal Data we are processing about you, and you can request a copy of such data. You are entitled to have incorrect Personal Data about you corrected, and in some cases you may request that we delete your Personal Data. You are also entitled to object to certain processing of your Personal Data (e.g. if you only have registered for an event you may object to receive further information from us), and request that the processing of your Personal Data be limited. Please note that limitation or deletion of your Personal Data may result in us not being able to fulfil our obligations to provide you with SCTC's services. You are also, under certain circumstances, entitled to extract your Personal Data in a machine-readable format and to transfer the Personal Data to another controller.
- 6.3 If you have questions regarding how we process Personal Data about you or if you would like to exercise your rights, you are most welcome to contact us at info@sctc.se by mail to the address above or by phone +46 8 226888.
- 6.4 If you have any objections or complaints about the way we process your Personal Data, you have the right to file a complaint to the Swedish Data Protection Board (Sw. *Integritetsskyddsmyndigheten*, previously *Datainspektionen*).



合作

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7. CHANGES

If any changes are made concerning the processing of your Personal Data, we will inform you of the changes by publishing an updated version of this privacy policy on www.sctc.se.

Stockholm May 18, 2018