

# Privacy policy

For us at Cormery Competence AB, it has always been important to protect your personal integrity and we will always process your personal information in accordance with applicable legislation. Our privacy policy is updated in accordance with the GDPR (General Data Protection Regulation).

This privacy policy describes how Cormery Competence AB processes your personal information.

This policy also describes your rights and how you can contact us in case of questions about the use of your personal information.

Here is how Cormery Competence AB sees the updated privacy protection

- We only collect the personal information we need to provide our services and conduct our business operation
- We protect the personal data we have collected
- We only use the collected personal data for the purpose that we collected it
- We remove the personal information we no longer need
- We inform those who need to be registered how and when we collect personal data
- We inform affected parties such as registered and designated authorities if an incident arises related to our processing of personal data

## Information we may process

### When you are a customer or a course participant.

When you contact us, book training / other activities or other services from us, we save the following information:

Name, e-mail address, phone number, company, billing address, purchased service or information you have chosen to leave.

We handle your information to send bookings, booking confirmation, managing bookings, cancellations, processing issues regarding booked activities, managing warranty and complaint matters, reporting to your organization, evaluations, etc. In order to continuously improve our services, we also use some of the information as a base for analysis and improvement work.

Once you have completed our evaluation, the information you entered there will be saved.

When you book an education or activity via us, you also agree to the applicable booking terms with the supplier.

For people who use our contact form, we will save your name, email and phone to contact the person. We also save the message to know what the person wants answered.

Information in our system is saved as long as you do not request us to remove them.

Who can we share your personal information with? Educational companies that implement the education / activity you are conducting.

Our service provider to our IT infrastructure is IVER [www.iver.se](http://www.iver.se) this means that IVER may

process your personal information.

Cormery Competence AB may in some cases be required by law to provide information to the authorities.

#### **When you are a supplier, instructor or lecturer.**

Personal information. Name, company, address, email, phone number, role and other things relevant to the assignment.

Purpose of treatment. Ensure a functioning delivery.

Legal basis for treatment. Agreement and legal obligation.

Storage time. We store your information as long as it is required to meet the purpose.

Who can we share your personal information with? Our service provider to our IT infrastructure is IVER [www.iver.se](http://www.iver.se) this means that IVER may process your personal information.

Cormery Competence AB may in some cases be required by law to provide information to the authorities.

#### **When you participate as a reference or in a statement.**

Personal information. Name, company, role / position, call of service / assignment.

Purpose of treatment. Market and inform about company services, for example, through reference assignments or interviews. This is published on our web [www.cormery.se](http://www.cormery.se)

Legal basis for treatment. Consent.

Storage time. We store your information as long as it is necessary to fulfill the purpose and consent.

Who can we share your personal information with? Everyone who has access to [www.cormery.se](http://www.cormery.se) and our reference page.

Our service provider is IVER [www.iver.se](http://www.iver.se) this means that IVER may process your personal information.

Cormery Competence AB may in some cases be required by law to provide information to the authorities.

#### **Where do we process your personal information?**

We strive to always store your personal data within the EU / EEA. However, in some situations they may be treated outside the EU / EEA by a third party, such as a training company.

We will always take all reasonable legal, technical and organizational measures to handle your information at the same level as the protection offered within the EU / EEA.

#### **Your rights**

Purpose of treatment. The purpose of the treatment is to be able to fulfill our commitments to

you as a customer as well as to invoice for the skills development you perform or the services your business calls. We also need to be able to comply with laws and regulations.

Legal basis for treatment. Agreement and legal obligation.

Storage time. We store your information as long as it is required to meet the purpose.

Right of withdrawal of consent. You are entitled to revoke your consent to certain personal data processing at any time. If you revoke your consent, we will discontinue the treatment for which you have given your consent and delete the personal data processed solely on the basis of the consent.

Right of access. You are entitled to receive information about what personal information we have about you and how we treat these data. You are also entitled to receive a copy of this information.

Right to rectification and erasure. You are entitled to receive incorrect information corrected and supplemented. In some cases, you may also delete your personal data, for example, if they are no longer necessary for the purpose for which they were collected.

Right to object and right to limitation of treatment. You are also entitled to restrict treatment, eg if you believe the information is incorrect.

### **Questions and complaints**

For questions regarding the processing of your personal information, please contact Cormery Competence AB at [info@cormery.se](mailto:info@cormery.se) . If you are not satisfied with the response you received, you are entitled to file a complaint with the Data Inspectorate. Welcome to contact us if you have any questions!

### **Best regards**

Lena Corméry / CEO  
Cormery Competence AB

Phone: +46 8 411 97 00