

The Foundation for Baltic and East European Studies, 2020

For external experts: Information about processing of personal data

Background

This information is about how the Foundation for Baltic and East European Studies processes personal data about you as an expert and applies in addition to our Data Privacy Policy, which can be found on the website, www.ostersjostiftelsen.se. By "personal data" is meant any information that relates to an identified or identifiable person, such as your name, address, e-mail address, telephone number and personal ID number. The Foundation processes personal data in accordance with the General Data Protection Regulation 2016/679 ("GDPR") and other applicable legislation to protect personal privacy. The Foundation is personal data controller for the processing of your personal data.

How does the Foundation use personal data?

When and why we process your personal data

The Foundation processes your personal data when we engage you as an expert. We process your personal data with the aim of, among other things, entering, administering and following up the assignment with you as an expert and in order to be able to pay your remuneration. We also retain your contact information in order to be able to contact you again for a new assignment.

What personal information we deal with

The personal data that we collect from you and process for these purposes relates to, among other things, name, address, personal ID number and remuneration details.

Legal support for the processing

The Foundation processes personal data only if there is a legal basis for doing so. The Foundation's processing of your personal data is necessary for us to be able to fulfill our agreement with you. In some cases, the Foundation has a legitimate interest to process your personal data. In these cases, we judge that the interests of the Foundation weigh more heavily than your interests in that we do not deal with the data. One such example is when we retain your contact details in order to be able to contact you again for a new assignment.

The Foundation takes technical and organisational precautions to counteract and minimise risks of unauthorised access, misuse and abuse of personal data.

The Foundation's activities are international. If it is necessary to transfer your personal data to a recipient in a country outside the EU, the Foundation takes appropriate safeguards to ensure an adequate level of protection for your personal data and your rights.

The Foundation stores information on remuneration and payments in line with employment contracts and accounting and labour legislation. Other personal data relating to assignments are continuously updated and, when they are no longer required for the purpose they were collected for, erased.

This notification may be supplemented with further information on the Foundation's processing of personal data. You can read more about how the Foundation processes personal data in our Data Privacy Policy on the web site, www.ostersjostiftelsen.se.

Your rights

You are entitled to receive a copy of the personal data we process. If your personal data are incorrect or incomplete, you are entitled to have them rectified. In some cases, such as when the processing is no longer necessary for the purposes we obtained the details for, you may ask us to erase your personal data. Should we have differing opinions about the accuracy of the information we store, its processing or the need for personal information, you may request a reduction in our processing of your personal data for a period. In certain circumstances, you may also ask to receive your personal data in machine-readable format (data portability).

If you have any questions or would like to know more about the Foundation's processing of personal data, please contact Erika Jansson, erika@ostersjostiftelsen.se. You can also use the contact details if you have any requests or want to make a complaint about how the Foundation processes personal data.

The supervisory government agency is the Swedish Data Protection Authority, www.datainspektionen.se.