

The Foundation for Baltic and East European Studies, 2021

For external experts: Information about processing of personal data

Background

This information about processing of personal data describes how the Foundation for Baltic and East European Studies (the “**Foundation**”, “**we**”, “**us**”, “**our**”) processes personal data relating to you as an expert (the “**Information**”). This Information applies in addition to our Data Privacy Policy, which can be found on the website, www.ostersjostiftelsen.se. The term "personal data" encompasses 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 data. The Foundation is the 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 for the purpose of 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. If you do not wish for us to be able to contact you for new assignments, you may contact us to let us know by using the contact details listed in section “Your rights” below.

Which personal data we process

The categories of personal data that we collect from you and process for the aforementioned purposes are contact details (name, title, place of work, address, Swedish personal identity number or date of birth, gender) and remuneration details (bank account details, tax deduction percentage).

Legal basis 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 fulfil our agreement with you. In some cases, the Foundation has a legitimate interest to process your personal data, such as when we retain your contact details in order to be able to contact you again for an assignment. In these cases, we assess that the interests of the Foundation prevail. You may opt-out of this processing at any time by contacting the Foundation.

Security

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

Sharing of personal data

The Foundation may share personal data with other parties that it cooperates with, such as partners and service providers that administer and provide our systems and support tools. In light of this, the personal data processed as part of the Foundation's activities may be transferred and stored in countries outside the European Union or the European Economic Area. 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. Personal data may also be shared to public authorities as required by applicable law.

Retention

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

Your rights

You are entitled to receive a confirmation of whether the Foundation processes personal data relating to you. You are also entitled to receive a copy of the personal data we process free of charge. If your personal data are incorrect or incomplete, you are entitled to request 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 request that we 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 restriction of our processing of your personal data. In certain circumstances, you may also ask to receive your personal data in a structured, machine-readable format (data portability). Please note that we may pose control questions for the purpose of verifying your identity when you send a request.

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 these contact details if you have any requests or want to make a complaint about how the Foundation processes personal data.

Should you have complaints regarding the Foundation's processing of personal data relating to you, you may lodge a complaint with the Swedish Data Protection Authority (Sw. *Integritetsskyddsmyndigheten*, formerly known as *Datainspektionen*) in its capacity as a supervisory authority. Please refer to: www.imy.se.

Changes to this Information on the processing of personal data

This Information on the processing of personal data may be amended from time to time. If such amendments result in a change in how the Foundation processes personal data relating to you, the



Foundation will notify you of such changes appropriately, for example by e-mail or by updating our website. You can read more about how the Foundation processes personal data in our Data Privacy Policy on the web site, www.ostersjostiftelsen.se.