



## **The Foundation for Baltic and East European Studies, 2022**

### **For external experts: Information about the 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](http://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 identity 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, including when we approach you to become an expert for the Foundation. 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 general information (name, title, place of work, address, Swedish personal identity number or date of birth, gender), contact details (name, address, phone number, e-mail address) and remuneration details (bank account details, tax deduction percentage). The aforementioned categories of personal data are necessary for the fulfilment of the assignment. We also process gender data for the purpose of carrying out statistics.

##### *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, such as general information, contact details and remuneration details, is necessary for us to be able to fulfil our agreement with you, including paying your remuneration. 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 or when we approach you to become an expert for the Foundation. In these cases, we assess that the interests of the Foundation, namely to be able to contact



external experts and provide them with an assignment opportunity, prevail. You may opt-out of this processing at any time by contacting the Foundation. The processing of gender data is based on the Foundation's legitimate interest to carry out statistics.

### *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 ("EU") or the European Economic Area ("EEA"). If it is necessary to transfer your personal data to a recipient in a country outside the EU/EEA, 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 accounting and other applicable legislation. Your contact details are retained for a limited number of application periods in order to be able to contact you again for an assignment or when we approach you to become an expert for the Foundation. You may opt-out of this processing at any time by contacting the Foundation. 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 personal data may be retained for a longer period of time for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

## **Your rights and the Foundation's contact details**

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 is 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 Ulrika Månsson, [Ulrika.mansson@ostersjostiftelsen.se](mailto:Ulrika.mansson@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*) in its capacity as a supervisory authority. Please refer to: [www.imy.se](http://www.imy.se) or the following contact details to the Swedish Data Protection Authority:

Phone number: +46 (0)8 657 61 00;

E-mail: [imy@imy.se](mailto:imy@imy.se);

Postal address: Integritetsskyddsmyndigheten, Box 8114, 104 20 Stockholm, Sweden.

### **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 website, [www.ostersjostiftelsen.se](http://www.ostersjostiftelsen.se).