

# Information regarding Sandart's personal data processing - General

## **Data Controller**

Sandart & Partners Advokatbyrå KB, reg. no. 916610-3524, P.O. Box 7131, 103 87 Stockholm,  
Visiting address: Kungsgatan 28A, 115 35 Stockholm, 08-440 68 00, [info@sandart.se](mailto:info@sandart.se).

## **Processed personal data and Sandart & Partners' use of such data**

Sandart & Partners Advokatbyrå KB ("Sandart") is the data controller for personal data received in connection with for example contacts with suppliers, consultants, partners, job applicants or in connection to general inquiries received by the firm.

## **The purpose of the processed personal data**

Sandart process personal data pertaining to suppliers, consultants or other partners in order to for example handle inquiries or enter into agreements. Personal data relating to job applicants is processed mainly with the purpose of handling and evaluating the application.

## **Transferring personal data**

Personal data may be transferred on behalf of Sandart to a so-called data processor. In such case a written agreement will regulate the data processor's processing of the personal data. The data processor will not be authorized to use the personal data for any other purpose than in order to carry out a specified assignment on behalf of Sandart.

## **Legal grounds for processing personal data**

Some of the personal data related to suppliers, consultants, partners or others who contact the firm is processed in order for Sandart to fulfill its legal requirements or a contractual obligation.

Personal data processed for any other purpose is processed in order for Sandart to be able to answer questions or provide information about the firm, its services etc.

Personal data related to job applicants is processed in order for Sandart to be able to evaluate the job application.

## **Storage periods**

Personal data processed due to an assignment or a delivery is, as a general rule, stored for one (1) year after the assignment is completed or the delivery has taken place. Personal data may be stored for a longer time period if required in order for Sandart to be able to exercise its rights in response to any legal claims.

Personal data processed in connection to a job application is, as a general rule, stored for three (3) months after the application has been evaluated. Personal data may be stored for a longer time period if required in order for Sandart to be able to exercise its rights in response to any legal claims.

**Access to personal data and requests for restriction of processing, correction etc.**

Anyone whose personal data is processed by Sandart has the right to contact Sandart in order to receive information about the processed personal data. Such requests can be made by contacting Sandart at the address above, by e-mail or by phone. Such person does also have the right to get his or her personal data corrected or deleted as well as getting the processing of personal data restricted or completely ceased (in case the process is carried out after a balancing of interests). Such person does also have the right to request porting of personal data, such personal data provided by the person itself, and which Sandart processes with the consent of such person or in order to fulfill a contractual obligation.

**Complaints to the Swedish Authority for Privacy Protection**

Any complaints concerning Sandart's processing of personal data can be directed to the Swedish Authority for Private Protection. Visit [www.imy.se](http://www.imy.se) for more information or contact the Swedish Authority for Private Protection by e-mail [imy@imy.se](mailto:imy@imy.se) or by phone +46 8 657 61 00.