Sieps Dnr 18/0056

*This Privacy Policy applies as from 25 May 2017*

**Privacy Policy**

SIEPS is controller in relation to the personal data on this website, the agency’s Twitter account and in relation to emails sent from SIEPS.

**The principle of public access to public documents**

SIEPS is a state agency. This implies that all messages that are sent to or created by SIEPS are public records, in accordance with the Freedom of the Press Act. This means that when someone requests a public document from SIEPS, the agency is required to release it, unless the document contains sensitive personal data. The type of data that is protected is determined by the Public Access to Information and Secrecy Act.

**Types of personal data collected by SIEPS**

The personal data (email addresses) that is collected when you subscribe to our email services (e.g. newsletters) are only stored as long as you are a subscriber. Your personal data will be deleted as soon as you deregister.

The personal data (name, address and email) that is provided when you register to our seminars and other activities will be stored no longer than they are needed for administrative purposes. The administrative purposes include for exemple putting together lists of participants, sending confirmation letters and circulating evaluation questionnaires. If the SIEPS activity comes with a cost for the participants, the personal data will also be stored until the billing procedure is finalized, in accordance with relevant accounting rules.

The personal data (name, address, email, CV and personal letters) that is collected when you apply for a position or an internship at SIEPS will be stored for two years in accordance with regulations from the Swedish National Archives. After two years, the documents will be thinned.

On occasion, personal data may also take the form of pictures, movies or sounds on our website and on our sites on social media. SIEPS will always ask for consent before publication of such recordings.

More information on the regulations that apply to the personal data that is collected by SIEPS, including the purposes of the treatment of the data, is provided when you fill in the forms for the email services on SIEPS’s website or when you register to seminars, educations and other activities.

We use so-called cookies on our website, in accordance with our policy on cookies which you can find here.

**Treatment of personal data**

All processing of personal data must be correct, including paying respect for the legal framework and ensuring a secure and legitimate treatment of the data. Your personal data is only used for the specific reasons they were aimed for at the time they were collected.

SIEPS will not pass on your personal data to anyone outside the organization, nor transfer them to any other country without first giving you clear information about the intention and without first requesting your consent to such transferral. All communication with our news subscribers is sent without displaying the addresses of the other recipients.

**Your right to request information**

You have the right to request information about the use of your personal data that is processed by SIEPS, despite whether they have been collected on the website or in any other way. You have the right to ask SIEPS to correct or delete the personal data on you that is stored by the agency, if you find that the treatment of your data is incomplete or inaccurate. Such request will be obeyed unless SIEPS has the obligation to store the data on the basis of regulations that take precedence in relation to GDPR, for example rules on public documents and archiving.

**Contact**

If you have concerns about the agency´s treatment of personal data, you may contact the Data Protection Officer on the following phone number: + 46 8 58 47 03, or by sending an email to [info@sieps.se](mailto:info@sieps.se).

The postal address is:

SIEPS

Box 55

101 21 Stockholm

Sweden

You also have the right to turn directly to the Swedish Data Protection Authority, that is responsible for dealing with notifications on personal data breaches: Contact information to the Swedish Data Protection Authority