



Svenskt Geoenergicentrum AB (hereinafter "SGC") is a company that via (<https://geoenergicentrum.se>) provides physical and web-based training and events. When you purchase and use our services, products, training courses or participate in our events, you share certain information with us. Such information may constitute personal data, that is, information about you that can identify you personally. This information explains what personal data we collect, how we use it, who we share it with and what rights you have regarding your data.

If you do not want to provide us with certain personal data, it is usually possible to provide fictitious contact details, for example by filling in a fictitious name when you register. In this case, please note that you must provide at least enough information to enable us to send you login details, information and an invoice. Please also note that the information you provide is what will appear on the training certificates. To provide some of our services, it is necessary for us to obtain accurate personal data.

#### **What personal data does the SGC collect?**

We collect these types of data:

- Information you provide to us
- Information we receive when you use our services and attend our events

We and our services at SGC do not target persons under the age of 13 and we will not knowingly collect information about persons under the age of 13.

#### **Information you provide to us**

In order for you to use our services, we collect information that you provide to us. For example, some of our services require you to create an account with us in order to take our online courses. To register for our courses, you need to fill in your name, address, telephone number and email address. For some courses, it is possible to also enter your date of birth or social security number on the certificate if desired, but this is always optional. If you contact us, we also collect the information about you that you provide to us and that is needed to handle your question.

#### **Information we receive when you use our services**

Like most online services and apps, we use cookies that are stored locally on your device when you visit our websites. For example, we use cookies so that you don't have to log in again every time you visit us. For more information on this, see the section on cookies below.

#### **Why do we process your personal data?**

In order for us to process your personal data, we always need a purpose and a so-called legal basis for the processing, which we explain below. We process your personal data in order to:

- Providing our trainings and events to you (fulfillment of contracts).
- To analyze, improve and further develop the services and events (legitimate interest).
- Communicate with you and provide support (contract fulfillment).
- Information to comply with tax and accounting legislation (legal obligation)

Fulfilment of contracts. One reason why we process your personal data is to be able to fulfill the contractual obligations that we have undertaken to perform. This includes, for example, personal data required for you to take part in our training courses and receive a certificate after completing the course.



Legitimate interest. Another reason why we process personal data about you is that we have assessed that our legitimate interest in processing your personal data outweighs your right not to be included in the processing. This is called a balance of interests and applies, for example, when we further develop our services. You are welcome to contact us if you want to know more about the balance of interests.

Legal obligation. We may also need to process personal data to comply with laws and fulfill our legal obligations.

**Do we make automated decisions about you?**

No, we do not make automated decisions (i.e. decisions using algorithms and having a legal effect on you).

**Who do we share your personal data with?**

When you use our services, we may share personal data with others:

With suppliers who perform services for us, such as providing IT operations and developing training courses and events, publications and the SGC website.

With authorities that require access to certain information, such as the Swedish Tax Agency.

We only share your personal data with parties that process personal data within the EU/EEA. Contact us if you want to know more.

**How long do we keep your personal data?**

Your personal data is not stored for longer than is necessary for the purposes of the processing. We have internal procedures that ensure this and we make sure to delete personal data no later than five years after you have used our services. Some information may need to be saved for longer if required by law, for example, the Accounting Act requires you to save data for seven to eight years.

**Your rights**

You have certain rights regarding our processing of your personal data. If you wish to exercise any of your rights, please contact us. You can find our contact details at the bottom.

You have the right to know whether we process personal data about you. If we do, you also have the right to receive, free of charge, information about what data we process and certain information about the processing. You also have the right to receive a copy of the data we process about you. You also have the right to receive your personal data electronically in order to use it elsewhere. This is called data portability.

If any of the data we process about you is inaccurate or incomplete, you have the right to have that data rectified or completed.

You have the right to have your personal data erased, for example if we no longer need the data for the purpose for which we collected it. You can also request that we restrict the processing of your data to passive storage. For example, if you have requested rectification, you can request that the processing be restricted while we investigate whether the data is incorrect.

Where your personal data is processed on the basis of a balance of interests or consent, you have the right to object to the processing. If you object, we will cease our processing of your personal data.



### **Delete your personal data**

#### **Deregistration**

You have the right to have your personal data deleted.

#### **Delete your data stored on the website**

If you want to delete all information about you on the website, you can email [info@geoenergicentrum.se](mailto:info@geoenergicentrum.se) and request the deletion of your data. You must use the email associated with the data you have provided to verify your identity. Your request will be executed and confirmed by replying to your email.

IMY is the supervisory authority for our processing of your personal data. If you are dissatisfied with our processing of your personal data, you have the right to contact the IMY directly.

### **Cookies**

When you use our websites, information is collected through various forms of tracking technologies, such as cookies. A cookie is a small file downloaded to a device (such as a computer or mobile phone) that stores information so that our websites can recognize you as a returning visitor and customize your experience with our services. The information collected through cookies may sometimes contain personal data. We use cookies for other purposes, such as providing our services and measuring and analyzing website traffic.

Some cookies are necessary for you to use our websites. For example, information about your preferences that tells us how to display the services and content of a website in your browser.

You can choose to disable or block cookies through your browser settings. Doing so may mean that certain services cannot be provided.

### **How to contact us**

Svenskt Geoenergicentrum AB with corporate identity number 556923-0187 and address Hedvig Möllers gata 12, 223 55 Lund is the data controller and thus responsible for the processing of your personal data. Please contact us at [info@geoenergicentrum.se](mailto:info@geoenergicentrum.se) if you have any questions about this information or other questions about our personal data processing.