

# KNEX Privacy Policy - information on personal data processing

## Introduction

KNEX has taken steps to ensure that your personal data is always protected and that processing happens in line with GDPR (General Data Protection Regulation). Personal data means all data that can be used to identify you.

KNEX is the data controller for the processing of your personal data. Processing is carried out by employees at KNEX or persons contracted by KNEX.

In this document, we will describe how and why KNEX processes your personal data.

## Personal data that is processed and the reasons for processing them

### Contacting KNEX

We will process your personal data when you get in contact with us or when we get in contact with you via email, post, contact form on our website or any other way.

Personal data	Legal basis for data processing
<ul style="list-style-type: none"> <li>• <b>Identifiable data</b> (such as a name)</li> <li>• <b>Contact information</b> (such as your address, email, phone number)</li> <li>• <b>Other data provided to KNEX when in contact with us</b></li> </ul>	According to legitimate interests.

KNEX will process your data once a legitimate interests assessment has been made between KNEX's legitimate interests in processing your data and your privacy interests. Data may also be processed for KNEX's legitimate interests in establishing, submitting and defending legal claims.

### Participating in events organised by KNEX

We will process your personal data when you sign up for KNEX events such as trade fairs and training.

Personal data	Legal basis for data processing
<ul style="list-style-type: none"> <li>• <b>Identifiable data</b> (such as a name)</li> <li>• <b>Contact information</b> (such as your email, phone number)</li> </ul>	Performance of a contract.

We need to process your data when you sign up for events organised by KNEX so that we can carry out the duties entailed by this. For example, it may be necessary to provide you access to the event, issue name badges, issue certificates or take other measures necessary to fulfill our obligations to you when attending an event.

Personal data	Legal basis for data processing
<ul style="list-style-type: none"> <li>• <b>Identifiable data</b> (name, pictures)</li> <li>• <b>Contact information</b> (email, phone number)</li> </ul>	Legitimate interests.

KNEX has a legitimate interest in sharing your personal data for direct marketing purposes with KNEX partners who take part in events organized by KNEX. You will receive information from the actor receiving your data about how they perform personal data processing.

KNEX has a legitimate interest in taking pictures and recording videos of events organized by KNEX. It is an important part of our marketing. A trade fair or event is generally regarded as a public place where general photography is permitted. KNEX has a legitimate interest in documenting activities in general photos and videos, and therefore, these photos may be used without asking permission from each person in the image. If you take part in an interview or are the focus of a picture, we will ask you for your consent.

#### Receiving information and newsletters from KNEX

If you took part in an event organized by KNEX, you may receive information and newsletters from KNEX related to the event or other similar events. KNEX will process your personal data in connection with these mailings.

Personal data	Legal basis for data processing
<ul style="list-style-type: none"> <li>• <b>Identifiable data</b> (name)</li> <li>• <b>Contact information</b> (email)</li> </ul>	Legitimate interests.

KNEX has a legitimate interest in reaching out to you with information and news through direct marketing for upcoming events due to your registration with an event organized by KNEX.

KNEX also has a legitimate interest in marketing our events to people who are professionals in the relevant industries that a trade fair or event is aimed towards. If you do not want to receive marketing emails, you can always let us know. See below.

#### Participation in training or courses through KNEX Försäkringshögskola/KNEX Training

We will process your personal data when you take part in courses or training that we offer through KNEX Försäkringshögskola/KNEX Training. For example, data is needed for registration, e-learning logins, planning and running training, customer service and other inquiries and administrative matters and issuing certificates. The reason for processing personal data is to fulfill the agreements that are entered into between you and KNEX or your employer and KNEX.

For training offered in cooperation with Företagsekonomiska Institutet (FEI), KNEX will share your data with FEI. In this case, you will receive information from FEI as to how FEI processes your personal data.

Personal data	Legal basis for data processing
<ul style="list-style-type: none"> <li>• <b>Identifiable data</b> (such as a name, social security number)</li> <li>• <b>Contact information</b> (such as your email, phone number)</li> </ul>	Performance of a contract.



The above data is stored for a maximum of five years.

KNEX may also use your personal data for the purpose of offering you other relevant training, services or products. We may also process your data to evaluate and improve our services and for statistical purposes. The legal basis for the processing of your data is to perform tasks relating to KNEX's legitimate interests.

Personal data	Legal basis for data processing
<ul style="list-style-type: none"><li>• <b>Identifiable data</b> (such as a name)</li><li>• <b>Contact information</b> (such as your email, phone number)</li></ul>	Legitimate interests.

The above data is stored for a maximum of five years.

KNEX processes your personal data when we store information about you, for example, which training or courses you were on and your results, which is done with the purpose of being able to provide you with your certificate afterwards. The legal basis for this is fulfilling agreements entered between you and KNEX or between your employer and KNEX.

Personal data	Legal basis for data processing
<ul style="list-style-type: none"><li>• <b>Identifiable data</b> (such as a name, social security number)</li><li>• <b>Contact information</b> (such as your email, phone number)</li></ul>	Performance of a contract.

The above data is stored for a maximum of ten years.

In order to be able to offer training and to fulfill its obligations, KNEX may, in certain cases, need to pass on personal data to other partners, however this is done in line with GDPR.

### KNEX partners

KNEX may process your personal data for employees at a partner company for the purpose of communicating with that partner, managing contractual relationships and for managing agreed services between the companies. For example, this may concern handling invoices or taking part in conferences and other activities.

Personal data	Legal basis for data processing
<ul style="list-style-type: none"><li>• <b>Identifiable data</b> (such as a name)</li><li>• <b>Contact information</b> (such as your address, email, phone number)</li><li>• <b>Other data provided when in contact with us</b></li></ul>	Legitimate interests



KNEX will process your data once a legitimate interests assessment has been made between KNEX's legitimate interests in processing your data and your privacy interests. Processing is necessary to satisfy KNEX's need to maintain relationship of an entry into an agreement.

Personal data may also be processed for KNEX's legitimate interests in establishing, submitting and defending legal claims.

### Using KNEX Business Support

KNEX may process personal data when you use the Business Support service. KNEX will send the information you requested to the email you provided and send regular updates (subscription) and manage your subscription. We will also send you offers about attending information sessions, for example.

Personal data	Legal basis for data processing
<ul style="list-style-type: none"><li>• <b>Contact information (email)</b></li><li>• <b>Other data provided when in contact with us</b></li></ul>	Consent

### Data collection

Data collection occurs when you get in contact with KNEX or when KNEX gets in contact with you or when entering a collaboration with KNEX. Data collection may also occur when you register for an event organized by KNEX or training or a course organized by KNEX Försäkringshögskola.

For the purpose of ensuring good customer and register care, KNEX may supplement your personal data with information gathered from private and public registers.

Data collection may also occur in relation to your employer registering for courses or training organized by KNEX Försäkringshögskola. We may also collect data from KNEX partners or suppliers.

### Entities KNEX shares data with

Data may be shared with KNEX contractors. In this case, the contractor acts as a consultant and carries out work on behalf of KNEX. The contractor is required to follow KNEX's instructions concerning personal data processing.

KNEX may also share personal data with authorities, including law enforcement agencies if it is required to do so. Such processing is necessary for KNEX to meet its legal obligations.

If you have given your consent, KNEX may also share your contact details with KNEX partners at events like trade fairs and training courses.

Personal data may also be shared with courts, counterparties and other actors concerning any possible legal action. Such processing is done for KNEX's legitimate interests in establishing, submitting and defending legal claims.

KNEX may also share data with potential buyers and sellers should the business be sold or merged with another company. Such processing is necessary to satisfy our legitimate interests in carrying out a divestment or merger.



### **Location of processing**

KNEX carries out processing within the EU/EEA. If KNEX or a service supplier needs to transfer your personal data to a country outside of the EU/EEA, KNEX will ensure that there are safeguards in place.

### **Personal data storage**

Your personal data will be stored for as long as necessary or as long as is required by law.

### **Your rights**

#### **Accessing your data**

You have the right to request access to your personal data that we process, known as an extract from a register.

#### **Requesting corrections**

You have the right to request that incorrectly recorded data is corrected.

#### **Opting-out of processing for direct marketing including profiling**

You have the right to opt-out of having your personal data used for direct marketing purposes and to unsubscribe from any customer emails.

#### **Requesting restricted processing**

Under certain circumstances, you have the right to request that KNEX restrict its processing of your personal data.

#### **Data portability**

Under certain circumstances and if it is technically possible, you have the right to obtain the personal data registered about you in a structured, widely used and machine-readable format and the right to transfer this data to another actor.

#### **Erasure**

Under certain circumstances, you have the right to have data recorded about you erased.

#### **Withdrawing consent**

At any point, you may withdraw consent you gave us as described above. Contact us with the contact form on our website, or by sending an email to the address below. Please include your name and the withdrawal of consent.

### **Contact and complaints**

You can always contact KNEX if you have questions about how and why we process your personal data.

Contact information:

KNEX AB  
Stenhuggarvägen 15  
904 40 Röbbäck  
Telephone number: 072- 853 06 37  
Email: [info@knex-ab.se](mailto:info@knex-ab.se)

The Swedish Authority for Privacy Protection is the supervisory authority for the processing of personal data. If you believe that your data has been processed contrary to GDPR, you can make a complaint to the Authority for Privacy Protection.

