

PRIVACY NOTICE

This privacy notice (the “**Notice**”) explains when and why we collect your information, how we use it, your rights in relation to your information and the conditions under which we may disclose it to others.

1 About the British Swedish Chamber of Commerce

The British Swedish Chamber of Commerce (the “**Chamber**”) is a non-profit, networking and membership organisation of around 150 member companies engaged in trade between Sweden and the UK. The objective of the Chamber is to strengthen economic, social and cultural links between the UK and Sweden by supporting the development of business through knowledge sharing. You can find out more about the Chamber at www.bscc.info.

2 Contact Information

Should you have any questions regarding the Chamber’s processing of your information, this Notice, or the Chamber’s privacy practices, please send them by email to queries@bscc.info or by writing to the British-Swedish Chamber of Commerce, Box 190, 101 23 Stockholm, Sweden.

Alternatively, you can reach us by telephone on +46 73 626 93 39.

3 Why does the Chamber collect your information and on which grounds?

Your information is protected by law. We are only allowed to use your information if we have proper grounds to do so, which also includes sharing your information with third parties. This means that we must have one or more of the following reasons for using your information for such usage to be lawful:

- a) You consent to our use of your information.
- b) Our use is necessary to fulfil a contract we have with you.
- c) Our use is necessary for our compliance with a legal obligation.
- d) Our use is necessary for our legitimate interests.

In any event, we are committed to ensuring that the information we collect and use is appropriate for the relevant purpose, and does not constitute an invasion of your privacy.

What we use your information for	Our legal basis	Our legitimate interests
<ul style="list-style-type: none">To provide you with a membership and manage our relationship with you as a member, organisation representative, or friend of the Chamber.	<ul style="list-style-type: none">Fulfilling contractsOur legitimate interestsYour consent	<ul style="list-style-type: none">Keeping records up to dateContacting you to inform you about activities or other products or services that may be of interest to youSeeking your consent when we need it to contact you
<ul style="list-style-type: none">To invite you to our activitiesTo organise eventsTo invite you to partner events	<ul style="list-style-type: none">Our legitimate interestsYour consent	<ul style="list-style-type: none">Ensuring you have a good experience during our activities
<ul style="list-style-type: none">To provide Member-to-Member Offers	<ul style="list-style-type: none">Fulfilling contractsOur legitimate interests	<ul style="list-style-type: none">Member benefitsPromoting members
<ul style="list-style-type: none">To make referrals	<ul style="list-style-type: none">Fulfilling contractsOur legitimate interests	<ul style="list-style-type: none">Promoting membersFacilitating member-to-member connections
<ul style="list-style-type: none">To provide news, information & policy updates	<ul style="list-style-type: none">Fulfilling contractsOur legitimate interests	<ul style="list-style-type: none">Keeping members updated regarding matters pertaining to our objective (see §1 above)

What we use your information for	Our legal basis	Our legitimate interests
<ul style="list-style-type: none"> To provide Membership Directory 	<ul style="list-style-type: none"> Fulfilling contracts Our legitimate interests 	<ul style="list-style-type: none"> Promoting members Facilitating member-to-member connections

4 What information is the Chamber collecting?

The Chamber may collect information covered by the following categories of data:

- Name and contact data: first and last name, title, email address, postal address, visiting address, phone number and other similar contact data.
- Credentials: Passwords and similar security information used for authentication and account access.
- Food preferences: Information about e.g. food allergies or similar for the purpose of ensuring you are served appropriate food during our events and dinners.
- Professional expertise and industry.
- Level and type of membership.
- Events attended, invitations sent, guest lists and pictures from the events.

5 How does the Chamber collect your information?

The Chamber obtains information about you for example when you or your organisation apply for membership with the Chamber, register for or take part in events, talk to us on the phone, use our website, contact us by email and/or letter, contact us about services or offerings, or participate in membership surveys.

We may also collect your information from your employer, if your employer is a member of or applies for membership with the Chamber, and lists you as contact person, or if your e.g. spouse, colleague or any acquainted states you as his/her plus-one when registering for events.

We may also collect your information from partners, the British Embassy, third party providers and publicly accessible sources.

6 For how long does the Chamber keep your information?

We will keep your information for [(i) as long as you are a member of the Chamber, (ii) as long as you are a contact person or representative for a company that is a member of the Chamber, or (iii) as long as is set out in any relevant contract you hold with us.

If you stop being a member or the relevant contract with you terminates, we may keep your information for up to 10 years in order for the Chamber to respond to any questions or complaints or to maintain records according to applicable rules and laws that apply to the Chamber.

7 Who does the Chamber share your information with?

We may share your information with the following organisations:

- Co-hosts of activities such as other chambers of commerce, members and partners.
- Event planning companies.
- Organisations and individuals that introduce you to us.
- Organisations and individuals that we introduce you to.
- Organisations you ask us to share your information with.
- Service providers, such as financial services companies; event registration, invitation and news software providers; customer relationship software providers; member directory software providers
- British Embassy to provide relevant invitations and comply with security protocols for attending Embassy hosted programs and activities.

8 How can you access and control your information?

At any point while we are in possession of or processing your information, you have the following rights:

- a) You have the right to access and request a copy of your information kept and processed by the Chamber.
- b) If you believe that any information relating to you is incorrect or incomplete, you may request the correction thereof. The Chamber will promptly correct any such information.
- c) You have the right to request erasure of your information or restriction of processing concerning your information, under the conditions and within the limits set out in the General Data Protection Regulation (GDPR).
- d) You have the right to data portability, i.e. the right to request that the personal data you have provided to the Chamber be returned to you or transferred to someone else in a structured, commonly used and machine-readable format. The latter right must be exercised in compliance with your confidentiality duties.
- e) You have the right to object to be subject to legal effects of automated processing, including profiling, under the conditions and within the limitations set out in the GDPR.

You can exercise the above rights by contacting us using the details set out in section 2 above. Further, you have the right to complain with a supervisory authority as outlined below.

9 Right to object to processing

You have the right to object to certain types of processing, such as direct marketing.

10 Get a copy of your information

If you would like to access and get a copy of your information that is held by the Chamber, please contact us queries@bscc.info.

In the event that the Chamber refuses your request under rights of access, you will be provided with a reason as to why. Further you have the right to complain with a supervisory authority as outlined below.

11 How to withdraw your consent

If you have provided your consent and thereby given the Chamber right to process your information and wish to withdraw such consent, please send an email to queries@bscc.info. Your withdrawal does not, however, affect the lawfulness of the Chamber's processing based on your consent prior to your withdrawal.

If you withdraw your consent, we might not be able to provide our services, such as a membership, to you.

12 What happens if you choose not to provide the Chamber with your information?

We may need to collect personal data by law, or under a contract the Chamber has with you. If you choose not to provide the Chamber with the information requested, it may delay or prevent us from meeting our obligations or providing our services to you. If your provision of any information is optional, we will set this out when collecting your information.

13 How to complain

In the event that you wish to make a complaint about how your information is being processed by the Chamber or how your request(s) has(have) been handled, you have the right to lodge a complaint directly with the supervisory authority where you live or work, or in the place where you think an issue in relation to your information has arisen. You can lodge a complaint to the Data Inspection Board (Sw. *Datainspektionen*). Please see on their [website](#) how to file your complaint.

Please let us know if you are unhappy with how we have used your information by contacting us using the contact information listed above in section 2.

14 Changes to this Notice

The terms of this Notice may change from time to time. We shall publish any material changes to this Notice through appropriate notices either on this website or by contacting you using other appropriate communication channels.

Last updated 23 May 2018