



## Company Membership Application Form 2019

Company information	
<b>Name of Company</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Website</b>	
<b>Contact persons</b>	
1. <b>Name:</b>	
<b>E-mail:</b>	
2. <b>Name:</b>	
<b>E-mail:</b>	
3. <b>Name:</b>	
<b>E-mail</b>	

Membership Fees		
The annual cost in SEK for a membership depends on the annual turnover of your company if registered in Sweden. For a UK registration, please see enclosed paper for fees		
Annual turnover	Service Fee	Membership Fee
-1M	1 900	250
1M-10M	5 000	250
10M-50M	6 600	250
50M-100M	7 900	250
100M-500M	10 800	250
500M and over	15 000	250
<i>Excluding VAT 25% on Service Fee. The Service Fee is deductible. For entering as member after June 30 each year, only 50% of the Service Fee is charged.</i>		

<b>Annual turnover of your company</b>	
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- I have read and agree to the terms and conditions as set forth in BSCC privacy notice, attached
- I have read and agree to the terms and conditions as set forth in BSCC statutes, attached

I was recommended by:

Date:

Signature of person to sign on behalf of the company:

Print Name:

*This is an ongoing membership until you cancel your membership before 1 October for the following year. Please send the application form by email to Cecilia Stråberg, Communications Manager, [Cecilia.straberg@bscc.info](mailto:Cecilia.straberg@bscc.info) or by post to British-Swedish Chamber of Commerce, PO Box 190, 101 23 Stockholm*

## 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](http://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](mailto: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"><li>To provide you with a membership and manage our relationship with you as a member, organization representative, or friend of the Chamber.</li></ul>	<ul style="list-style-type: none"><li>Fulfilling contracts</li><li>Our legitimate interests</li><li>Your consent</li></ul>	<ul style="list-style-type: none"><li>Keeping records up to date</li><li>Contacting you to inform you about activities or other products or services that may be of interest to you</li></ul>
<ul style="list-style-type: none"><li>To invite you our activities</li><li>To organize events</li><li>To invite you to partner events</li></ul>	<ul style="list-style-type: none"><li>Our legitimate interests</li><li>Your consent</li></ul>	<ul style="list-style-type: none"><li>Ensuring you have a good experience during our activities</li></ul>
<ul style="list-style-type: none"><li>To provide Member-to-Member offers</li></ul>	<ul style="list-style-type: none"><li>Fulfilling contracts</li><li>Our legitimate interests</li></ul>	<ul style="list-style-type: none"><li>Member benefits</li><li>Promoting members</li></ul>
<ul style="list-style-type: none"><li>To make referrals</li></ul>	<ul style="list-style-type: none"><li>Fulfilling contracts</li><li>Our legitimate interests</li></ul>	<ul style="list-style-type: none"><li>Promoting members</li><li>Facilitating member-to-member connections</li></ul>
<ul style="list-style-type: none"><li>To provide news, information &amp; policy updates</li></ul>	<ul style="list-style-type: none"><li>Fulfilling contracts</li><li>Our legitimate interests</li></ul>	<ul style="list-style-type: none"><li>Keeping members updated regarding matters pertaining to our objectives (see §1 above)</li></ul>

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

#### **4. What information is the Chamber collecting?**

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

- a) Name and contact data: first and last name, title, email address, postal address, visiting address, phone number and other similar contact data.
- b) Credentials: Passwords and similar security information used for authentication and account access.
- c) 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.
- d) Professional expertise and industry.
- e) Level and type of membership.
- f) 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:

- a) Co-hosts of activities such as other chambers of commerce, members and partners. Event planning companies.
- b) Organisations and individuals that introduce you to us.
- c) Organisations and individuals that we introduce you to.
- d) Organisations you ask us to share your information with.
- e) Service providers, such as financial services companies; event registration, invitation and news software providers; customer relationship software providers; member directory software providers
- f) 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](mailto: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](mailto: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

## STATUTES

### NAME AND OBJECT

1. The name of the Chamber is "The British-Swedish Chamber of Commerce in Sweden".
2. The principal office of the Chamber shall be located in Stockholm. The official language of the Chamber shall be English except in case of communication with the Swedish authorities.
3. The Chamber is non-political and its legal standing is determined by Swedish law.
4. The object of the Chamber is to promote, study, extend, advance and protect Commercial and industrial relations between the United Kingdom of Great Britain and Northern Ireland and Sweden.
  - 4.1 For the attainment of this object the Chamber and/or its subsidiary company shall:
    - a) procure relevant information in matters pertaining to commerce, industries, trades, agriculture, shipping, customs and transportation,
    - b) make representations or render, upon request, information on such matters to governmental or other proper authorities,
    - c) give members advice and assistance in making business connections and studying conditions in Sweden,
    - d) arrange for arbitration, if requested by the parties concerned, in the settlement of disputes arising out of commercial transactions between British and Swedish corporations, companies or persons.

The above on the understanding that the activities of the Chamber shall be exercised only for promotion and protection of commerce in a general sense, without discrimination.

5. Information, advice and assistance in matters pertaining to the normal sphere of activities of the Chamber are to a reasonable extent free of charge for members of the Chamber. A specification of services, free of charge or chargeable, is available to the members. When the Chamber undertakes to execute a commission for a non-member, a fee shall be charged therefore.

### MEMBERSHIP AND SUBSCRIPTIONS

6. Any corporation, company or person engaged or interested in commerce between the United Kingdom and Sweden shall be eligible for election as a Member of the Chamber.
7. Application for membership shall be made to the Board of the Chamber.
8. Persons who have been especially deserving of the Chamber or its object or who through their membership will honour the Chamber may upon the recommendation of the Board be elected Honorary Members at the Annual General Meeting.
9. The Annual General Meeting shall determine the annual subscriptions and service fees to be paid to the Chamber by the Members. The annual subscriptions and service fees shall be paid within the first month of the financial year. Honorary Members pay no subscription.

New Members, joining after July 1 of any given year, will be charge full subscription and 50 per cent of the service fee to the BSCC.

A Member who has not paid his subscription and service fee, when falling due, is liable for the interest incurred, amounting to the official Swedish discount rate plus four per cent.
10. A Member whose conduct renders him unfit to be a Member of the Chamber, may be called to resign.
11. A Member may resign from the Chamber by sending his resignation in writing to the Board. This must, however, be done no later than three months before the end of the financial year, or the Member shall be obliged to pay the subscription and service fee for the following year.

### BOARD AND SECRETARY

12. The Board of the Chamber shall consist of a minimum of 10 persons. The Members of the Board shall be elected from among the Members of the Chamber at the Annual General Meeting for a period of two years, re-election being permitted.
13. The Board shall each year elect within itself a Chairman, as well as one first and one second Vice-Chairman. Ten Members of the Board constitutes a quorum.
14. The Chairman shall preside at all General and Board Meetings. In his absence the meetings shall be presided over by one of the vice-chairman or by another member of the Board elected by the Board Members present.
15. The Board shall appoint a suitable person as Secretary of the Chamber who shall conduct all current business of the Chamber and of its subsidiary company and who shall act as the secretary at the meetings of the Board. The general duties of the Secretary shall be fixed by the Board.
16. The Board may appoint such committees and with such powers as it may deem.
17. The Board decides who shall be authorised to sign on behalf of the Chamber and its subsidiary company.

### GENERAL MEETINGS

18. The Annual General Meeting of the Chamber shall be held in Sweden or Great Britain during the fifth or sixth month after the end of the financial year, and summons to such meeting shall be dispatched at least 30 days prior to the meeting.
19. Special General Meetings may be held if the Board so decides, or else upon written request of at least 25 members, provided, however, that summons to a Special General Meeting shall be dispatched at least 15 days prior to the meeting. At such meetings no business other than that stated in the call to the meeting shall be transacted.
20. The Agenda of the Annual Meeting shall be as follows:
  - a) the election of two Adjusters who together with the President shall verify the minutes of the meeting;
  - b) the confirmation that the meeting has been duly convened;
  - c) the approval of a voting list of members present in person or by proxy;
  - d) the report of the Committee of Administration on the activities of the Chamber and the Committee's statement of the accounts of the Chamber.
  - e) the report of the Auditors;

- f) the adoption of a resolution discharging the Committee of Administration from liability regarding their administration;
  - g) the electing of Members of the Board and of the Auditors and Deputy Auditors;
  - h) any other business stated in the call.
21. Voting at General Meetings shall be open unless otherwise requested. In the case of a tie the Chairman has the deciding vote unless it concerns an election, when the decision shall be by lot.  
A decision on alteration of these Statutes or on dissolution of the Chamber requires, however, special majority as stated in Section 24 below.  
An absent member may vote by a power of attorney in the possession of a member of the Chamber present at the meeting. No member, however, shall have the right to vote for more than 20 absent members.

#### **AUDITORS**

22. There shall be two Auditors, each with one personal Deputy Auditor, to follow the activities of the Board and to examine the accounts of the Chamber and its subsidiary company. One of these auditors and his deputy shall be from among the auditors authorised by the Swedish Chambers of Commerce.
23. The report of the Board on the activities of the Chamber, and the Board's statement of the accounts of the Chamber and its subsidiary company shall be handed to the Auditors not later than the second month after the end of the Financial Year. The Auditor's report shall be submitted to the Chairman not later than one month thereafter.

#### **ALTERATION OF STATUTES AND DISSOLUTION OF THE CHAMBER**

24. A decision on alteration of these Statutes or on dissolution of the Chamber shall not come into force unless passed by an Annual General Meeting, and confirmed by a consecutive Special or Annual General Meeting, the resolutions at both meetings to be supported by at least two thirds of the voters. One week at least must elapse from the date of the first meeting before the notice to attend the second meeting is dispatched.
25. Should the Chamber be dissolved, the assets remaining after all debts have been paid shall be given to "Internationella Handelskammarens Svenska Nationalkommitté" to be used by them for a purpose corresponding with the aims of the Chamber.

#### **BY-LAW**

26. Former Chairman of the Chamber shall be ex officio, Vice Chairman and ex officio members of the Board.