

## **PRIVACY POLICY EMERGENCY CONTACTS OF EMPLOYEES**

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### **1 INTRODUCTION**

Knightec recognizes the importance of protecting the privacy of your personal data. We have instituted strict policies and security measures to protect the information you provide us.

The purpose of this privacy policy is for you, as an emergency contact to one of our employees, to learn how Knightec handles your personal data and for you to be able to feel secure that the processing is being carried out in accordance with the General Data Protection Regulation and other applicable data protection law. The privacy policy also describes your rights vis-à-vis us and how you can enforce those rights.

### **2 WHO IS THE CONTROLLER OF PERSONAL DATA?**

The Swedish company Knightec AB, reg. no. 556622-2609 ("**We**" "**Us**"), is the controller of your personal data. Our affiliated companies (including other companies within the our group, joint ventures, franchisees and licensees) and selected suppliers may process your personal data on our behalf and in accordance with our instructions as stated below and are thereby processors of your personal data.

You may contact us at any time, please find our contact details below.

Address: Magasinallén 2, 891 31 Örnköldsvik  
E-mail: [privacy@knightec.se](mailto:privacy@knightec.se)

### **3 PERSONAL DATA, PURPOSE AND LEGAL GROUNDS**

We will collect and process your name, telephone number and relationship status in relation to the employee who has stated you as its emergency contact for the purpose of enabling us to contact you in the event of an accident involving that employee, if the employee falls seriously ill or any similar situation. The processing is carried out based upon a balancing of interests where our legitimate interest is to be able to inform our employees' emergency contacts about i.e. an accident involving an employee.

### **4 WHO MIGHT WE SHARE YOUR PERSONAL DATA WITH?**

We may transfer your personal data to suppliers that provide services for us, such as cloud service providers and the likes thereof. These recipients are only entitled to process your personal data on behalf of us in conjunction with the performance of a service for us. We take all reasonable legal, technical and organizational measures in order to ensure that your data is handled securely and with an adequate level of protection when transferring to, or sharing with, selected third parties.

### **5 WHERE DO WE PROCESS YOUR DATA?**

Your personal data will be processed primarily within the EU/EEA, but may be transferred to countries outside of the EU/EEA if the service providers that process data on behalf of us transfer the data to such locations. We have taken appropriate protective measures in order to protect your personal data through the recipient of the personal data, for example by having signed an agreement containing certain standard contract clauses which ensure that your data is processed in accordance with the General Data Protection Regulation.

## **6 HOW LONG DO WE SAVE YOUR DATA?**

We save personal data regarding emergency contacts to employees for as long as the employee is employed by us or until the employee or emergency contact inform us that the emergency contact of the employee shall be removed or replaced.

## **7 DATA SUBJECT RIGHTS**

In this section 7, we have summarized your data subject rights to request access, portability, rectification, erasure of your personal data, to restrict the processing of your personal data, to object to processing, and your right to lodge a complaint with the supervisory authority.

If you want to exercise your rights, please send us an e-mail to [privacy@knightec.se](mailto:privacy@knightec.se). Please note however that if you want to lodge a complaint with the supervisory authority, you need to contact the authority directly.

### **7.1 Right of access**

You have the right to obtain confirmation of whether personal data concerning yourself is being processed and, where that is the case, access to the personal data and information regarding, inter alia, the purpose of processing, the categories of personal data concerned, the categories of recipients to whom your data have been or will be disclosed, and the envisaged period of time for which personal data will be stored (or the criteria for determining this).

### **7.2 Right of rectification**

You have the right to request rectification of inaccurate personal data concerning yourself, and to complete incomplete data.

### **7.3 Right of erasure and right of restriction**

Under certain circumstances you are entitled to request that we erase your personal data or restrict our processing of your data, namely in the following events:

- (a) When it is no longer necessary for us to process your data taking into consideration the purposes for which it was collected.
- (b) When our processing is based on your consent and you have withdrawn your consent, and there is no other legal basis for the processing of your data.
- (c) When our processing of your data is based on a legitimate interest legal basis and you object to such processing, and there is no overriding legitimate ground for our processing.
- (d) When you have objected to our processing of your data for direct marketing purposes.
- (e) When your personal data has been unlawfully processed.
- (f) When the personal data must be erased for compliance with a legal obligation that applies to us.
- (g) When the personal data collected concerns a child (under 13 years of age) in relation to the offer of information society services.

### **7.4 Right to objection**

Under certain circumstances you have the right to object to our processing of your data, whereupon we shall no longer process your data unless we can demonstrate compelling legitimate grounds for the processing.

### **7.5 Data portability**

If our processing is based on your consent or if the processing is necessary for our performance of a contract with you, you have the right to request that the data which you have provided to us shall be provided to you in a structured, commonly used and machine-readable format and you also have the right to transmit such data to another controller.

#### **7.6 Right to lodge a complaint with supervisory authority**

Please note that if you consider the processing of your data to be in violation of applicable data protection laws, you have the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence or the place of the alleged infringement (see [http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index\\_en.htm](http://ec.europa.eu/justice/article-29/structure/data-protection-authorities/index_en.htm)).

### **8 CHANGES IN THE PRIVACY POLICY**

We reserve the right to make changes to this privacy policy. Where such changes are made, notice will be provided in a way that we deem fit.

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