

# Speed Service's privacy policy

Speed Services AB (556067-3633), hereafter referred to as "we", safeguard your personal integrity, and strive towards a high level of data protection. This policy explains both how we collect and use your personal information, as well as what rights you have and how you use them.

This information applies to you who have used our products or for other reasons been in contact with us. If you have any questions, please do not hesitate to contact us.

# What is personal data, and what does personal data processing involve?

Personal data means any kind of information that can be directly or indirectly attributed to a natural living person. Processing of personal data includes everything that is done with the personal data. Each handling or action is counted as processing regardless of whether it is automatic or manual. Examples of data processing are; collection, organization, structuring, storage, processing or deletion.

#### Who is responsible for the personal data we collect?

Speed Services AB is the personal data controller for the company's processing of personal data.

Speed Services AB Mediavägen 11 S-13548 Tyresö Corporate number: 556067-3633

#### What personal information do we collect about you as a customer?

We collect the following information about you:

- Photo booth: Photograph for email, email address
- In case of lost receipt: Name, address, telephone number and personal identification number
- Complaint:
  Name, address, phone number, email address, account number and name of bank
- Customer service: Email address, name and phone number

# How do we handle personal identification numbers?

Personal identification numbers are processed only when justified by the purpose, necessary for safe identification or other important reasons.

#### Why do we process your information and why do we have the right to process them?

We will process your information in order to provide you with the service you purchased, or to obtain the information requested.

The processing of your personal data when using our products is based on a so-called balance of interest. We have a legitimate interest in being able to communicate with you in order to deliver or carry out the service that you have chosen.

We will also process your personal information when you send us an email through our customer service. If your email contains personal information, we will usually use them only to answer your questions. If your email relates to a pending case, we may use the personal information to process the case. The processing of your personal data, in order to answer your questions and provide you with a service, is based on a so-called balance of interests. We have a legitimate interest in being able to handle your inquiries and communicate with you when you have contacted our customer service department and believe that the risk of privacy violation is limited because you yourself have turned to us with your case. We therefore consider that we have the right to process this information after a balancing of interests.

# Who can we share your personal information with?

We share your personal information with the suppliers and partners that we cooperate with and who perform services on our behalf. These companies are sometimes so-called personal data assistants for us. A personal data assistant is a company that processes the information on our behalf and according to our instructions.

Your personal data will primarily be shared with:

- Companies that help us with our payment processing, i.e. banks or financial institutions
- Companies that help us with archiving
- IT services (required operation, technical support and maintenance of our IT solutions)

When your personal data is shared with the personal data assistant, it is only for purposes that are consistent with the purposes for which we have collected the information. We have written agreements with all personal data assistants where they guarantee the security of the personal data processed and agree to comply with our security requirements.

# Where do we treat your personal information?

All your personal information is processed within Sweden and Germany (digital communication).

# How long will your data be stored?

For information regarding complaints, purchases and transactions, we follow the accounting act and thus save the information for seven years.

Data from our products such as photo booths are stored for 30 days.

Communication with customer service is stored for 60 days.

# How is your data protected?

We only process personal data that we deem necessary to conduct our business and only as long as it is necessary for the purpose. Only people within our organization who really need access to the data will receive it. All data center data is encrypted.

Safety review of our IT infrastructure is carried out regularly to ensure that the management of your information and the availability of the information is always verified.

# What are your rights as registered?

Right of access (so-called register extracts). We are always open and transparent about how we process your personal data and if you want to know what information we process about you, you can request to gain access to them.

If you would like access, please contact us by email at: GDPR@speed-services.se

# **Right to rectification**

You can request that your personal information be corrected if the information is incorrect. In the context of the stated purpose, you also have the right to supplement any incomplete personal data.

# **Right to erasure**

You may request the deletion of the personal information we process about you if the data is no longer necessary for the purposes for which they have been collected or processed. However, we may need to save them in archival purposes.

#### **Right to limitation**

Information dispatches: No mailings are made without approved consent in advance.

#### **Right to the portability**

You may request that we disclose your information in a machine-readable format to another controller, such as another party or supplier. This applies only to personal information that you have provided to us, which is processed automatically by us and which we process in order to keep our promises in the agreement with you or for your consent.

#### What does it mean that the Data Inspection authority is the regulator?

The Data Inspection Authority is responsible for monitoring the implementation of the legislation. Therefore, if you believe that we are processing your personal data incorrectly, you have the right to submit a complaint to the Data Inspection Authority.

#### What is the most convenient way to contact us with questions about data protection?

We may make changes to our personal data policy. The latest version of the policy is available on this page. The personal data policy was most recently updated on 2018-05-23.

If you have questions or wish to use the rights you have when we process your personal information, please contact GDPR@speed-services.se