

Forum Fastighetsekonomi AB – GDPR Policy

Last updated: 24 October 2018

The following Personal Data Policy describes Forum Fastighetsekonomi AB's (Corp. ID no. 556834–3783) processing of personal data. Hereinafter, Forum Fastighetsekonomi AB is referred to as "Forum".

Purpose, introduction

Forum Fastighetsekonomi AB – Corp. ID no. 556834–3783, mailing address Box 7044, 103 86 Stockholm – is the controller of the personal data processed by the company. Forum's policy has been formulated based on the Swedish Data Protection Agency's new General Data Protection Regulation (GDPR).

The purpose of the policy is to explain to you as a client how Forum processes your personal data, what these data are used for, who has access to them and how you can safeguard your rights.

The purpose of the collection and processing of personal data is to enable us to fulfil our obligations towards you. Forum does not collect more data than are needed for Forum to fulfil its obligations towards the client/employee. Read more under the heading "Purpose of processing of personal data". Your personal data may be transmitted between Forum's offices in Sweden for better resource allocation.

Personal data that are processed by Forum

The following can be regarded as examples of the main kinds of personal data processed by Forum:

- Name, title
- Mailing address
- Billing address
- Email address
- Telephone number

In addition to the above, correspondence between you and Forum is also saved to enable Forum to fulfil its assignment for you. Processing of personal data only takes place when Forum has a legal basis for such processing.

Purpose of processing of personal data

For the administration of your assignment(s).

For communication before, during and after the assignment.

For the fulfilment/completion of Forum's services/assignments.

To comply with legal requirements.

The rights of data subjects

Your personal data are not preserved longer than necessary. Forum may keep your personal data for up to 10 years in order to fulfil legal and reporting requirements.

As a client you are entitled to request information from Forum once a year regarding what personal data on you is being processed by Forum. Furthermore, you are entitled to correction of any incorrect or incomplete personal data on you and deletion of such data as are no longer required for the purpose for which they were collected.

Naturally, you are also entitled to object to the use of your personal data in direct marketing, as well as to have your personal data transmitted to a third party designated by you, if technically possible.

Security regarding your personal data

Forum's personal data are processed and stored in computer systems with restricted access and housed in protected premises.

Consent

Our ambition with personal data processing is to obtain your consent before the processing of your personal data in our information systems. Through your acceptance of Forum's Personal Data Policy you also consent to Forum's processing of your personal data. Your consent can of course be revoked, provided the data are not required for Forum to fulfil its contractual or legal obligations.

As stated above, Forum does not collect more data than are needed for Forum to fulfil its obligations towards its clients. In cases where Forum would nonetheless like to use the collected personal data for other purposes than they were collected for, the data subjects will be informed and their consent (where necessary) will be obtained.

Changes in the Personal Data Policy

This Personal Data Policy is subject to being amended or updated. The current and applicable Personal Data Policy can be found on Forum's website www.fforum.se. When Forum's Personal Data Policy is changed, the date of the most recent update is adjusted, see at the top of the page.

Contact us

If you have any questions regarding your personal data or changes, you can contact Forum by email at the address info@fforum.se or by letter at the following address. Mark the envelope GDPR.

Forum Fastighetsekonomi AB
Kungsgatan 29, 8 tr.
Box 7044
103 86 Stockholm, Sweden