



Following policy has been established for Ahréns Åkeri AB, hereinafter referred to as “the company”

Background

The company's privacy policy clarifies how we process your personal data. Our starting point is not to process more personal data than is needed for purposes, and we always strive to use the least privacy-sensitive data.

We need your personal information to be able to fulfill our obligations to you, for example in terms of personal administration, meet legal requirements and meet customer requirements.

Purpose

We care about your privacy. You should be able to feel safe when you entrust us with your personal information. That is why we have established this policy. It is based on current data protection regulation and clarifies how we work to safeguard your rights and your privacy. The purpose of this policy is for you to know how we process your personal data, what we use it for, who is allowed to access it and under what conditions, and how you can use your rights.

Guidelines

What personal data do we process?

We only process personal data where we have a legal basis for it. We do not process personal data other than when they are needed to fulfill obligations under law or agreement. Here are examples of the personal data we process:

- Name
- Address
- Email address
- Telephone number
- Date of birth
- Title
- Username
- Photographs
- Bank account number, bank giro number
- Information that you provide voluntarily and voluntarily
- Information that you publish yourself

How do we get access to your personal information?

Via signed employment contract, from customers when ordering assignments and from suppliers upon receipt of invoice.

What information do we provide to you as an employee?

When signing the employment contract, we will inform you about what we will use the information for, what rights you have under the data protection legislation and how you can use your rights. You will also be informed about who is responsible for processing of personal data and how you can contact us if you have questions or need to submit a request or inquiry concerning your personal data.



Is your personal data processed in a secure manner?

We have developed routines and working methods for your personal data to be handled in a secure manner. The starting point is that only employees and other persons within the organization who need the personal data to perform their tasks shall have access to them. We do not need other personal data other than those explicitly stated in this policy.

When do we disclose your personal information?

Our starting point is not to disclose your personal information to third parties if you have not consented to it or if it is not necessary to fulfill our obligations under law or agreement. In cases where we disclose personal data to third parties, we establish confidentiality agreements and ensure that the personal data is processed in a secure manner.

Responsibility

The company is responsible for personal data, which means that we are responsible for how your personal data is processed and that your rights are safeguarded.

The CEO and management have the ultimate responsibility for ensuring that the Privacy Policy is documented, implemented, maintained and communicated to all persons working on behalf of the company and that the policy is available to the public.