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# AMF Fastigheter AB Privacy Policy

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AMF Fastigheter takes your personal integrity seriously. This means that we make sure to always process your personal data responsibly and with respect for your integrity, in accordance with the General Data Protection Regulation (GDPR).

This Privacy Policy applies to the activities of AMF Fastigheter, including the activities of our subsidiaries, as well as the properties and trading venues managed by AMF Fastigheter. The policy specifies which personal data we process, from where the personal data is obtained and the recipients of the personal data. You will also find information regarding your rights as a data subject and how you can invoke these rights.

## **What is personal data and what does processing of personal data mean?**

Personal data is all types of information that is directly or indirectly attributable to a living natural person. It can be a name or personal identification number, as well as pictures, an IP address or a recording which can be used to identify a natural person.

Processing of personal data is any action or combination of actions taken regarding personal data such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

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## How AMF Fastigheter processes your personal data

### Which personal data is collected?

As a tenant in one of our properties or as a customer of AMF Fastigheter we collect and maintain data for the purpose of customer due diligence and customer support. When you visit and/or get in contact with us through our digital communication channels we may collect data concerning you such as your name, address, e-mail, phone number, identification information and, in some cases, personal identification number. Furthermore, AMF Fastigheter may collect data concerning the devices you use to access AMF Fastigheter's digital communication channels, including IP address, unique device-ID, browser information and information regarding cookies.

### Personal data is collected when, for example:

- You provide us with your personal data through a dialogue with us or through various forms on our digital communication channels or their services.
- You communicate with AMF Fastigheter through our social media platforms (i.e. third-party platforms, such as Facebook or Twitter). In this case AMF Fastigheter may receive information regarding your profile and your interactions on the third-party platform from the supplier of said platform.
- You share your opinions with us through contact forms or telephone calls, download reports from the websites of AMF Fastigheter or sign up for events arranged by AMF Fastigheter.
- You take part in contests and other marketing activities. In that case contest entries and additional personal data that you choose to provide may be processed.
- You connect to public Wi-Fi in our properties.

The personal data will be processed by us no longer than is necessary for the process or that is needed to fulfil the legal obligations of AMF Fastigheter.

## For what purposes is the personal data processed?

### The personal data collected that concerns you will be processed by AMF Fastigheter for the following purposes:

- To perform a contract to which you are a party or to take such action required by you to enter such a contract.
- To manage customer service matters.
- For marketing purposes, including marketing by mail, e-mail and SMS/mms, which you can opt out of via a link in each individual message.
- Administration of marketing activities.
- To, when necessary, process your payment.
- To produce statistics regarding the use of our digital communication channels and their services, to provide you with relevant and customized information, recommendations, advertisements and offers.

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- To maintain, develop, test and improve our digital communication channels and the technology providing these channels.
- To perform the legal obligations of the company, including necessary processing of data for the performance of these legal obligations in accordance with national law, judgements and decisions made by the authorities.

### **Protection of personal data**

AMF Fastigheter values the security of your personal data and takes the appropriate technical and organizational security measures needed to protect your personal data from unauthorized access, alteration, disclosure or destruction.

### **Limitations on disclosure of personal data**

AMF Fastigheter may hire external collaborators and suppliers to perform tasks on behalf AMF Fastigheter, for example to assist in marketing matters, analyses and statistics. The performance of these tasks may entail that the collaborators of AMF Fastigheter gain access to your personal data. Companies processing personal data on behalf AMF Fastigheter always enter into a contract with AMF Fastigheter to secure a high level of security for the personal data being processed by our collaborators.

### **External links**

The digital communication channels of AMF Fastigheter may at times include links to external websites or services which we do not control. If you click on a link to an external website, you are encouraged to inform yourself on the protocol for processing personal data and cookie information applicable to the website in question.

### **What are cookies and how do we use them?**

Cookies are small text files that includes, among other things, information concerning your interactions with a website, your settings and what device you are using. Cookies are solely comprised of text. A cookie is not a program and does not contain viruses.

When you visit a website a text file (cookie) is saved in your browser. There are two types of cookies – temporary cookies and persistent cookies. The temporary cookies are permanently removed as soon as the current browser session ends. The persistent cookies are stored for a longer time. However, they do have an expiration date, after which they are removed permanently. Both types of cookies exist on [www.amffastigheter.se](http://www.amffastigheter.se).

Cookies are necessary for the website to function properly and for us to be able to improve the user experience for you. Regardless, you will always have the option to reject new cookies or erase previous ones. In addition, cookies are used when we display content provided by another web supplier, for example when we embed YouTube-videos on our website. These cookies are called third party cookies.

### **Consent**

By continuing to visit our website and having your browser setting set to accept cookies, you consent to the use of cookies on our website.

**Read more**



### **Rejecting cookies**

If you want to avoid having cookies on your computer, you can do so by changing your browser setting to automatically reject cookies or inform you of the existence of cookies on a website. How settings are changed varies depending on your browser.

Instructions for removing previously stored cookies from your browser can be found on Google Help.

Keep in mind that the website will not function properly if you reject temporary cookies.

Further information regarding cookies can be found on [www.pts.se](http://www.pts.se).

### **What are your rights regarding the personal data processed by AMF Fastigheter?**

Below we describe your rights in relation to us and how these rights can be invoked.

- You have the right know what personal data that concerns you that is being processed by us. This is done by requesting a register extract of your personal data. The easiest way to do this is by sending an e-mail to [dataskydd@amffastigheter.se](mailto:dataskydd@amffastigheter.se).
- You have the right to have incorrect information processed by AMF Fastigheter rectified and, if necessary, incomplete data completed.
- You have the right to object to certain processing of personal data that concerns you. You have the right to object to your personal data being processed for direct marketing purposes. You can also choose not to take part in surveys or similar market research. The choices you make applies until further notice and you can at any point change your choices.
- You have the right to request restriction of certain processing of your personal data, if for example we are investigating as to whether any of the personal data that concerns you need to be rectified.
- You have the right to have personal data that concerns you erased.
- In some cases, you have the right to have your personal data transferred to yourself or to another party (the right to data portability).
- You have the right to at any point submitting a complaint to the relevant authorities if you deem your personal data to be processed in violation of the relevant data regulation.

### **The Data Protection Officer at AMF Fastigheter**

Vi har utsett ett dataskyddsombud som har som uppgift att se till att vi behandlar dina personuppgifter på rätt sätt. Du kan kontakta dataskyddsombudet via e-post [dataskydd@amffastigheter.se](mailto:dataskydd@amffastigheter.se).

**Read more**



## Changes to the policy

We may make changes to the Privacy policy. The latest version of the policy can always be found on [www.amffastigheter.se](http://www.amffastigheter.se).

Latest update: 2019-04-15

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AMF Fastigheter 