

# BRF Eldaren 10 Privacy policy for processing of personal data

## 1. Introduction

### Brf Eldaren 10:

Brf Eldaren 10 refers to Bostadsrättsföreningen Eldaren 10.

In this text we are referring to Brf Eldaren 10 as Eldaren 10 or the Brf.

We strongly recommend you to read this document carefully before submitting any information to us.

Brf Eldaren 10 take privacy seriously and we are committed to protect your personal data if submitted to us as a part of providing our services. The document describes our processing of personal data and how we keep it safe.

## 2. What is personal data?

Personal data is any information that directly or indirectly can lead to identifying a person.

E.g social security number, name, phone number, address, order number, email address, ip address, content in an email or letter for example. In other words, it could be anything leading to identification.

We strongly recommend you not to submit any high sensitive personal data to us. Example of sensitive personal data could be political opinion, racial or ethnic origin, religion, sexual orientation, health, etc. If necessary, we advise you to encrypt the information.

## 3. What personal data do we collect?

The information you submit when an agreement of membership is settled. you are obligated to leave some information for us to handle. This could include registration of apartment identification number (Lägenhets register), members registration (medlemsförteckning), and notification address of invoices (Faktureringsadress). These three categories above are mandatory according to Swedish legislation and cannot be revoked unless you move or transfer the membership/apartment/leasing contract in agreement with the Brf administrators to other part.

The Brf might collect other data if necessary, to maintain your membership or to fulfill our legal rights. This could be information regarding misbehavior, information of unpaid invoices, documents of reconstructions of your apartment/residence local or any other information regarding our rights to fulfill the law.

We do not collect any other personal data unless you choose to submit it to us via email/mail or telephone, or in person.

If you submit information to us during your time as a member or external part, the information is processed only to fulfill and maintain your request and to assist you and give you the service we can offer within our Brf.

## 4. How do we process personal data?

When submitting personal data, we use it to give you the service you request. If the data is not enough for us to assist you we will ask you to submit additional information such as email address, name, phone number, adress, order number, or any relevant information that we need to be able to assist you.

Brf Eldaren 10 may also receive personal data about you from other data controllers for the purpose of providing or assisting with services or requests demanded in order to fulfill the request. This could be from within the Brf's data systems or email inbox.

The Brf will process your personal data in compliance with applicable legislation.

## **5. On what legal ground do we process personal data?**

In order for processing to be lawful, personal data should be processed on the basis of either one or more of the following principals:

Consent, Contract, Legal obligation, Vital interests, Public task, Legitimate interests.

If none of the above legal basis is fulfilled, we will not process any data.

## **6. Who will gain access to your submitted personal data?**

The addressee, and in some case third part if necessary only to fulfill your request and give you the service you required. 3:e part could be agents within the Brf or SBC as our economic trustee, IT-service providers, suppliers, transport company's etc.

Any third-party providers used by The Brf will be required to process your personal data only in accordance with Brf Eldaren 10's instructions and to maintain reasonable security of your personal data.

In certain circumstances and according to legislation it may be necessary to disclose data to the authorities. We may also disclose your personal data in order to establish, exercise or defend our legal rights.

## **7. For how long do we store your personal data?**

For as long as it is necessary or as long as the purpose of assisting you or serve your membership remains. It may be deleted if you revoke your consent for processing your request or cancelling your membership in agreement with the Brf board. It may also be stored longer if necessary to ensure legal obligations for the Brf.

## **8. Your rights**

Any consent that you may have provided during the process may be withdrawn at any time by contacting us.

You also have the right to request access to and rectification or erasure of personal data or restriction of processing concerning your personal data or to object to processing as well as the right to data portability.

## **9. Complaints**

If you have a complaint or questions on how we use your personal data, please contact us (see information below) you are also able to contact the supervisory authority for data protection in your country (In Sweden it is Datainspektionen/Integritetsskyddsmyndigheten)

## **10. Responsible data controller**

**Brf Eldaren 10, org. nr: 716411-6860, Rörstrandsgatan 113 40 Stockholm, Sweden**

## **11. Contact us if complaint or question by email, telephone or mail**

Email address: [Info@eldaren10.se](mailto:Info@eldaren10.se)

Telephone: +46 736507151

Address: Rörstrandsgatan 10, 113 40, Stockholm, Sweden