



## Information on the processing of personal data in the context of vendor controls in the case of a request for tender, offer, order, or contract

RULE / GUIDELINE

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# Introduction and contact details

Peab cares about your privacy and we therefore always strive to protect your personal data in the best possible way and comply with all applicable laws and regulations for data protection.

We want to be as open and transparent as possible about how we collect and otherwise process your personal data. You are receiving this information because one of the following applies to you:

- you have been designated by Peab's potential contractual partner in connection with a request for tender, offer, order, or contract as its contact person for certain obligations arising from the request for tender, offer, order, or contract,
- you are the representative of Peab's potential contractual partner in connection with a request for tender, offer, order, or contract,
- you are a sole trader and a potential contractual party to Peab in connection with a request for tender, offer, order, or contract.

If you have any questions or concerns about our processing of your personal data, you can read about them at the following link: <https://www.peab.com/about-peab/how-Peab-processes-personal-data/>

If you wish to exercise any of your rights in relation to our processing of your personal data, please contact us via the following link: <https://www.peab.com/about-peab/how-Peab-processes-personal-data/rights-according-to-gdpr/>

## Who is the controller for the processing of your personal data?

The Peab company that is the contracting party, orderer or buyer in the request for tender, offer, order, or contract that led you here ("**Peab**", "**we**", "**our**" and "**us**") is the controller for the processing of your personal data described in this information text.

## Contact person

## What personal data do we process about you as our contact person?

In connection with a request for tender or an offer to conclude a contract or order, Peab will process your personal data (i.e. name, telephone number and your e-mail address) in the event that you are specified as the contact person for the request for tender, offer or order.

If Peab then enters into an agreement with the company you represent, we will process personal data about you that the company you represent provides to us or that you yourself provide to us in the event that you sign the agreement, such as name, position, telephone number, e-mail address and signature.

# Why and with what legal basis do we process your personal data?

We process your personal data in order to (i) **administer and process a request for tender, an offer, or an order**; (ii) **negotiate and conclude a contract and fulfil a contract**; and (iii) **protect our legal interests** in the event of a future dispute.

Our processing is based on a balancing of interests (Article 6.1 (f) of the GDPR) where we have assessed that the processing for our legitimate interests under (i) - (iii) outweighs your interests and fundamental rights and freedoms.

If you would like to know more about our assessments, please contact us.

We also process your personal data when it is necessary to fulfil legal obligations that we have, for example to fulfil requirements under the Swedish Bookkeeping Act, and this is done on the basis of applicable law.

## Representatives

# What personal data do we process about you as a representative of our potential contracting party?

In connection with a request for tender or an offer to enter into a contract or order and during the ongoing contractual relationship, Peab will process your personal data in the form of the company you represent, name, contact information, social security number, information about foreclosure attempts, payment remarks, debt balance with the Swedish Enforcement Authority and links to other companies in bankruptcy. Based on this information, the company you represent will be assigned a rating on a three-point scale.

# Why and with what legal basis do we process your personal data?

We process your personal data in order to carry out controls as part of our systematic risk management in order to identify and assess certain risks, such as security and financial risks, and to assess the appropriateness of having a contractual relationship with the company you represent.

Our processing is based on a balance of interests (Article 6.1 (f) of the GDPR) where we have assessed that the processing for our legitimate interest of being able to carry out controls to comply with the requirements of our clients and as part of our clients' systematic security work outweighs your interests and fundamental rights and freedoms.

If you would like to know more about our assessments, please contact us.

We also process your personal data when it is necessary to fulfil legal obligations that we have, for example to fulfil requirements under the Swedish Bookkeeping Act, and this is done on the basis of applicable law.

## Sole trader

### What personal data do we process about you as a sole trader?

In connection with a request for tender or an offer to enter into a contract or order and during an ongoing contractual relationship, Peab will process your personal data in the form of name, contact details, address and personal identification number. Furthermore, Peab will process your personal data in the form of information about foreclosure attempts, payment remarks, debt balance with the Swedish Enforcement Authority and links to other companies in bankruptcy and credit rating. We also process information about whether your sole proprietorship is approved for F-tax, registered for VAT, registered as an employer, pays employer contributions and has a collective agreement. Based on this information, your sole proprietorship will be assigned a rating on a three-point scale.

If Peab then enters into an agreement with you as a sole trader, we will process such personal data about you that you provide to us in the event that you sign the agreement, such as name, position, telephone number, e-mail address and signature.

### Why and with what legal basis do we process your personal data?

We process your personal data in order to carry out controls as part of our systematic risk management in order to identify and evaluate certain risks, such as security risks and financial risks, and assess the appropriateness of having a contractual relationship with the company you represent. Our processing is based on a balance of interests (Article 6.1 (f) of the GDPR) where we have assessed that the processing for our legitimate interest in being able to carry out controls to comply with the requirements of our clients and as part of our clients' systematic security work outweighs your interests and fundamental rights and freedoms.

Furthermore, we process your personal data in order to (i) **administer and process a request for tender, an offer, or an order**; (ii) **negotiate and enter into a contract and fulfil a contract**; and (iii) **protect our legal interests** in the event of a future dispute. Our processing is based on a balance of interests (Article 6.1 (f) of the GDPR) where we have assessed that the processing for our legitimate interests under (i) - (iii) outweighs your interests and fundamental rights and freedoms.

If you would like to know more about our assessments, please contact us.

We also process your personal data when it is necessary to fulfil legal obligations that we have, for example to fulfil requirements under the Swedish Bookkeeping Act, and this is done on the basis of applicable law.

# Who has access to your personal data?

In order to administer and process a tender request, an offer, or an order and to negotiate, enter into and fulfil agreements, your personal data is processed by Peab and other companies within our group. We may also share your personal data with the company you represent and with our IT suppliers. Other suppliers that we use may also have access to the personal data we process about you, but only to the extent necessary to fulfil our obligations in relation to them. We only share personal data where we have a legal basis for such sharing.

We always store your personal data within the EU/EEA and do not transfer your personal data outside the EU/EEA without a lawful basis for such transfer.

# How long do we keep your personal data?

Below you can read more about how long we keep your personal data for each purpose.

## **PROCESSING IN THE CONTEXT OF A REQUEST FOR TENDER, OFFER OR ORDER**

We keep your credit rating for this purpose for three months. The rating assigned to the company you represent, or your sole proprietorship is kept for 12 months. Other personal data processed for this purpose will be kept for three years.

## **PROCESSING FOR THE PURPOSES OF NEGOTIATING, CONCLUDING AND PERFORMING THE CONTRACT**

The personal data we process for the purpose of negotiating, concluding and performing contracts will be retained for the duration of the negotiations and, where applicable, until the contract is terminated and the obligations under the contract are otherwise fulfilled (including payment and until any warranty and liability periods have expired).

## **PROCESSING TO PROTECT OUR LEGAL INTERESTS**

In the event of a dispute, we will retain your personal data until the dispute is finally resolved and, where applicable, the judgement, decision or equivalent has become final.

## **PROCESSING TO FULFIL OUR LEGAL OBLIGATIONS**

If you are named as a reference on an invoice, we keep this personal data for seven years from the end of the calendar year in which the financial year ended.

For any other processing that is necessary for Peab to fulfil its legal obligations, your personal data is stored for the period of time that we are obliged to do so by law, ordinance or authority decision.

# Your rights

## **RIGHT OF ACCESS**

You have the right to obtain confirmation as to whether we are processing your personal data, and if so, you have the right to obtain information on how the personal data is processed (for example, information on the purposes of the processing and the categories of personal data concerned). You also have the right to obtain a copy of the personal data we process.

## **RIGHT TO RECTIFICATION AND RIGHT TO OBJECT TO PROCESSING**

You have the right to obtain without undue delay the rectification of inaccurate personal data and the completion of incomplete personal data (for example, if you have changed your telephone number).

You can also object at any time to personal data processing based on a balance of interests.

**RIGHT TO ERASURE (RIGHT TO BE FORGOTTEN) AND RIGHT TO RESTRICTION OF PROCESSING**

You have the right to request the erasure of your personal data under certain conditions. Such conditions exist, for example, if the personal data is no longer necessary for the purposes for which it was collected or processed or if the personal data has been processed illegally. You also have the right to request that the processing of your personal data be restricted, for example if you believe that we are processing incorrect personal data. In this case, we may restrict our processing while we verify whether or not the personal data is inaccurate.

**RIGHT TO COMPLAIN**

You have the right to complain about our processing of your personal data to the competent supervisory authority. Such a complaint should preferably be lodged with the authority of the EU/EEA Member State where you have your habitual residence, where you work or where a breach of applicable data protection laws and regulations is alleged to have occurred. The competent supervisory authority in Sweden is the Swedish Data Protection Authority ("IMY"). The right to lodge a complaint does not affect your ability to take other administrative or judicial action.

*This information on the processing of personal data in connection with the request for tender, offer, order, or contract was adopted by Peab on 12.12.2018 and updated on 03.06.2024.*