



# **Information on the processing of contact persons' personal data in connection with requests for quotation, offer, order or contract**

## **Introduction and contact information**

We at Peab value your privacy and therefore always strive to protect your personal data in the best way possible and to comply with all applicable data protection laws and regulations at all times.

You are receiving this communication because Peab's contracting partner has specified you as its contact person for some of the commitments in connection with the request for quotation, offer, order or agreement.

We want to be as open and transparent as possible about how we collect and process your personal data. This communication describes how we process your personal data, how long we store the information and what rights you have in relation to this.

If you have any questions or concerns about our processing of your personal data or if you would like to exercise any of your rights in this regard, please feel free to contact us by post at: Peab AB, FAO: Peab Dataskyddssamordnare (Data Protection Coordinator), Margretetorpsvägen 84, SE-269 73 Förslöv. You can also contact us by e-mail at [gdpr@peab.se](mailto:gdpr@peab.se).

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

The Peab company (“Peab”, “we”, “our” and “us”) that is party to the request for quotation, offer, order or agreement that brought you here is the data controller responsible for the processing of your personal data as described in this document.

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

In connection with a request for quotation or offer to enter into an agreement or order, Peab will process your personal information (i.e. name, telephone number and email address) in case you are listed as the contact person.

If Peab afterwards enters into an agreement with the company you represent, we will process personal information about you, such as name, position, telephone number, email address and signature, which you, or the company you represent, provide to us, in the event that you sign the agreement.

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

We process your personal data when it is necessary for purposes related to our legitimate interests. Our legitimate interests will only provide a legal basis for the processing of your personal data if they override your interests and fundamental rights and freedoms. Upon our assessment we deem that our legitimate interests outweigh your interests and fundamental rights and freedoms in the following cases:



- for *managing and processing a request for quotation, offer or order*;
- for *negotiating and entering into contracts and fulfilling contractual obligations* – we process your personal data in order to be able to contact and communicate with you as the contact person for the company you represent and otherwise honour the agreement in question;
- and *so that we can protect our legal interests* in the event of a future dispute – we process your personal data in order to be able to provide evidence.

If you would like to know more about our assessment, please feel free to contact us.

We also process your personal information when it is necessary in order to comply with legal obligations, e.g. to meet requirements under the Accounting Act.

### **Who has access to your personal data?**

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

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

### **How long do we store your personal data?**

#### **Processing in connection with requests for quotation, offers and orders**

We will cease the processing of your personal data if the request for quotation, offer or order is withdrawn or rejected or if, for any other reason, these do not result in the conclusion of a contract.

#### **Processing for negotiation, conclusion and performance of a contract**

The personal data we process for the negotiation, conclusion and performance of contracts are stored for the duration of the negotiations and, where applicable, until the contract expires 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 store your personal data until the dispute is finally settled and, if applicable, the judgment, decision or equivalent has become final.

#### **Processing to comply with our legal obligations**

If you are named as a reference on an invoice, we will store this personal data for seven years calculated from the end of the calendar year when the financial year ended.



Your personal information will be stored for any other processing that is necessary for Peab to comply with its legal obligations for the duration of our obligations under legal, regulatory or governmental decisions.

## **Your rights in relation to our processing of personal data**

You have certain rights in relation to our processing of your personal data. If you wish to exercise your rights, please contact us using the contact details given above.

### **Right of access**

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

### **Right to rectification and right to object to processing**

You have the right to have incorrect personal data corrected and to supplement incomplete personal data without undue delay (for example, if you have changed your phone number). You may also object to personal data processing based on a balance of interests at any time.

### **Right to deletion (right to be forgotten) and right to limitation of processing**

You are, under certain conditions, entitled to request that your personal data be deleted. Such conditions exist, for example, if the personal data are no longer necessary for the purposes for which they were collected or processed, or if the personal data have been processed illegally. You also have the right to request the restriction of processing of your personal data, for example if you believe the personal information we are processing is inaccurate. Then we will limit our processing for the time until we can check whether the personal data is incorrect or not.

### **Right to complain**

You have the right to complain about our processing of your personal data to the relevant supervisory authority. You can submit any such complaint to the supervisory authority of the EU/EEA Member State where you have your habitual residence, where you work or where a violation of applicable data protection laws and regulations is alleged to have occurred. The competent supervisory authority in Sweden is the Privacy Protection Authority ("Integritetsskyddsmyndigheten – IMY"). The right to lodge a complaint does not affect your ability to take other administrative or legal action.

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*This information on the processing of personal data of contact persons was established by Peab on 12.12.2018 and updated on 28.01.2021.*