

PRIVACY POLICY

A Company cares about your integrity. We therefore always strive to protect your personal data in the best possible way and to comply with all laws and regulations concerning data protection, as applicable from time to time. Through this policy, we would like to inform you of how your personal data is processed by us and our use of so-called cookies.

General information

Controller

Acompany Sweden AB
Upplandsgatan 7
111 23 Stockholm
Number of organization 556750-5408
Phone number + 46-8 588 153 00

Contact us by sending an e-mail to info@acompany.se.

What personal data do we collect about you?

To enable A Company to fulfil our obligations to arrange travels and events for our corporate clients, we need some personal data about you as a travel participant /event participant or you as a contact person representing a corporate client. We also gather personal data to contact persons working at suppliers or cooperation partners. Detailed information about categories of personal data collected is to be found under the sectors below.

From where do we get access to data?

We get the personal data either directly from you as a participant via a web registration link or via the company, our corporate client. Contact information to contact persons at our corporate clients, suppliers or cooperation partners we either get directly from you or from the corporate partners, supplier or cooperation partner.

How do we process your personal data?

We only use your personal data for the purpose of which it has been collected. More detailed information about purpose and legal ground for each processing is to be found below for you as a participant, contact person for a corporate client, supplier or cooperating partner. Personal data are not used for profiling, marketing and will not be sold further. Furthermore, there will be no automatic decision making.

Categories of recipients we may share your personal data with

Processor

If necessary we may share your personal data with companies, so called Processors to A Company. A Processor is a company processing information on behalf of A Company and according to our instructions. The personal data is only to be used for the purpose for which it has been collected.

Separated Controllers

When necessary we may also share your personal data with specific companies independently responsible for personal data (Separated Controller). This means that A Company does not decide how the company processes given information. When we share your personal data with a Separated Controller, the personal data will be processed according to the Separate Controller's privacy policy.

For how long will we storage your personal data?

We will keep your personal data for no longer than necessary for its purpose and/or as long as required by statutory storage period. When we keep your personal data for other purposes, e.g. accounting, we only keep the personal data as long as necessary and/or statutory for the purpose in question.

Where do we process your personal data?

Events within the EU/EES

We process your personal data within the EU/EES.

Events outside the EU/EES

For travels/events in a country outside the EU/EES, your personal data will be transferred and processed by our chosen cooperation partners outside the EU/EES. In this case A Company explicitly asks for your consent, in connection with your registration, that your personal data may be transferred to cooperation partners outside the EU/EES enabling us to carry through and administrate the travel/event. A Company sees to that all possible legal, technical and organized measures are taken to ensure that your data will be safely processed and with adequate safety level quite up to the standard of and at the same level as the protection given within the EU/EES.

Data subject's rights

- Right to access
You are entitled to get information about the personal data registered at A Company. Send your request for excerpt of registration to info@acompany.se. The excerpt of registration will normally be sent to you within a month. If you consider any of your register data to be wrong or misleading, please contact us.
- Right to rectification
You have the right to have inaccurate personal data about you rectified and to add information if your personal data is incomplete.

- Right to erasure (“right to be forgotten”)

You have right to, under certain circumstances, have your personal data erased when it is no longer necessary for the purpose for which it was collected. Personal data must be erased - if the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed.

 - if processing is based on your consent and you withdraw consent and there is no other legal ground for processing.
 - if you object to the processing and there are no overriding legitimate grounds for the processing.
 - if personal data have been unlawfully processed.
 - if the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject

A Company is in its right to deny erasure in certain cases, e.g. fulfil a legal obligation.
- Right of restriction of processing

In certain cases you have the right to demand A Company to limit processing of your personal data. A limitation means that data are marked and only can be used for certain restricted purposes in the future. Right to limitation is valid if your opinion is that data are unjustified and need correction. In that case you may ask for limitation of processing while A Company investigates if data are consistent or not.
- Right to data portability

Under certain circumstances you have the right to get your personal data in a structured, commonly used and machine-readable format and you have the right to transmit those data to another controller. This right concerns authorized processing, if processing of personal data is supported by you as a data subject and this is the case for data only given by you.
- Right to object

As a data subject you have the right to object to A Company’s processing of your personal data at any time.
- Right to lodge a complaint to relevant supervisory authority

Relevant supervisory authority in Sweden will be The Swedish Data Protection Authority. As a data subject you can contact to this authority if you think that we process your data incorrectly or if you get information from us which you do not consider appropriate regarding processing of personal data.
- You can always withdraw your consent

You can always withdraw a given consent. In this case A Company is not entitled to continue the processing in question if there is no other legal ground for the processing. If you would like to withdraw consent, we ask you to contact us via contact information given in this policy.

Cookies

We use cookies on our www.acompany.se.

A cookie is a text file sent from our webserver and is stored on your computer. The cookie itself does not contain any personal data as your e-mail address or your name. It will not affect your computer in any way.

The site uses permanent cookies and session cookies for functionality on our website and for web analysis via Google Analytics (see below for more detailed information). We do not use cookies for any other reason (e.g. marketing or other commercial purposes).

On our website www.acompany.se the cookies are as follows:

<u>Name</u>	<u>Purpose</u>	<u>Storage</u>
Utn/gif, Google Analytics	Keeps information about browser in use and type of computer, iPad or equivalent.	Disappears immediately when user closes the site.
Utma, Google Analytics	Keeps information about how many times the same computer and browser have visited a specific site.	2 years from when last updated.
Utmb, Google Analytics	Keeps a time mark when computer and browser visit a specific site.	30 minutes after being created and last updated.
Utmc, Google Analytics	Keeps a time mark when computer and browser leave a specific site.	Cookie is deleted when browser is closed.
Utmt, Google Analytics	Measures speed between computer and server.	10 minutes
Utmz, Google Analytics	Keeps track on which browser and search engine was last visited.	6 months
Utmzv, Google Analytics	Keeps information which site is used (in this case accompany.se and its subpages).	*Note from Google, no time shows, information is anonymous.
admin.cookie	Used for logged in administrator s login.	Disappears immediately after user's closing.

*Google Analytics is the analysis tools of Google for helping website owners and application owners to understand how visitors use their property. The program can use cookies for collecting information and report statistics for websites without personally identifying individual Google visitors.

Information generated by Google Analytics cookies via your use of the website will be stored by Google Inc. on servers in the US. Google may, if required by law, transfer this piece of information to third parties or if a third-party processes information on behalf of Google. For further information about Google Analytics we refer to Google's Security Policy.

You can control the use of cookies yourself. You have the possibility to change the setups for use and extract of cookies via your browser or unit. Go to setups for your browser or unit to learn how to adjust the setups. For example, you can adjust blocking all cookies in the way that they only accept first part cookies (cookies on the website for your visit) or erase cookies when you close the browser. You can read more about cookies in general on pts.se, website of the Swedish Post- and Tele Authority.

Participant in a travel/event and contact person at corporate client

What personal data do we collect about you?

Participant in a travel/event

We collect personal data depending on assignment. The most common personal data collected are name, contact information and preferences regarding travel, accommodation, special food requirements and allergies if any. Sometimes we need passport information in order to arrange a fast and easy hotel check-in, for booking a flight or if needed for any other reason so that we can fulfil our commitment.

Contact person for travel/event at corporate client

The contact person for a travel/event will be registered by name and contact information, e.g. e-mail and phone number.

Where do we get information from?

Participant in a travel/event

We either get your personal data via the registration form on the website or via the corporate client.

Contact person for travel/event at a corporate client

We either get your personal data directly from you or from the company you represent.

How and why do we process your personal data?

Participant in a travel/event

Purpose	To be able to do required bookings for your travel as a registered person. We use your contact information to be able to give service, information and send you travel documents for the travel/event in question. This will be done via e-mail, text message, telephone or by post. In case of travel/event outside the EU/EES see above "General Information".
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Legal ground Legitimate interest

Collecting and use are necessary to meet A Company's interest in cooperating the travel/event for which you are contact person to fulfil the agreement between the company you represent and A Company.

Travel/event outside the EU/EES – consent

Registered person has explicitly given consent to that personal data may be transferred to parties in cooperation outside the EU/EES.

For how long do we keep your personal data?

Participant in travel/event

We only keep your personal data as long as necessary for the travel/event you are registered for and/or as long as stipulated by statutory storage. When we keep your personal data for other reasons than the travel/event, e.g. bookkeeping, we only save your personal data as long as necessary and/or statutory for each purpose.

Contact person for travel/event at corporate client

Your contact data in our client records and possible correspondence around the assignment we save in a file for further development of possible assignment in the future. The data will be kept no longer than four years after the latest travel or event (if we are not informed that you have left the company).

Information for contact person at suppliers and business partners

What personal data do we collect about you?

We collect the following personal data about you as contact person/representative at suppliers or business partners; name and contact information as e-mail and phone number.

From where have we got information?

We get the personal data directly from you or from the supplier or business partner in question.

How and why do we process your personal data?

Purpose The purpose is to have a contact network with chosen business partners. We use your contact information for communication via e-mail, text message, telephone and post.

Legal ground Legitimate interest

Registration and use are to cater for a mutually legitimate interest to do business.

For how long do we keep your personal data?

In our supplier register we keep your contact information no longer than five years after the latest business contact (if we are not informed that you have left the company).