

INFORMATION ABOUT THE PROCESSING OF YOUR PERSONAL DATA

Stockholm's City Mission Representation

Brief version

When you engage in representation at the Stockholm City Mission, we (Stockholm's City Mission) process your personal data.

- All personal data is stored in secure and closed record systems and is only accessible to employees at Stockholm's City Mission.
- Your personal data is only used within the framework of the representation. Some personal data (not sensitive) can be shared with third parties with the aim to achieve the goals we have set together.
- Your personal data is deleted one (1) year after the representation has ended or is deleted immediately if no representation has been initiated. In specific cases, mostly if we are supporting you with legal advice, we may keep your data for longer than one year after your last contact with Stockholms Stadsmission. This is done only if it is necessary in order to support you, for example in an appeal.
- If you have been placed on a waiting list, your personal data is deleted one (1) year after your last contact with Stockholm's City Mission.

For more information, see below.

INFORMATION ABOUT THE PROCESSING OF OUR PERSONAL DATA

1. Introduction

The purpose of this document is to provide information about how Stockholms Stadsmission (corporate identity number 802003-1954) (“**Stadsmissionen**” or “**we**”) will process your personal data in conjunction with your participation in Stadsmissionen’s advisory and supportive counselling (“**Counselling**”).

We respect your integrity and will protect the personal data about you that we process. All processing of personal data is conducted in accordance with the European Union’s General Data Protection Regulation (“**GDPR**”). The way we gather, process and share your personal data is described below.

2. The processing of your personal data as a participant

2.1 What personal data are processed?

In order to be able to handle your application and, when applicable, to execute your participation in Counselling, we need to process your personal data. We will process the personal data that you as a participant give to us, primarily your name, personal identity number, contact details and other information about you within the framework of Counselling.

In exceptional cases, after being given a power of attorney by you, we may retrieve personal data about you from a third party, for example, from government authorities.

2.2 For what purposes will the personal data be processed?

We need to process your personal data in order to be able to identify you, contact you, conduct your Counselling case and handle our administration in conjunction with Counselling. Your personal data will not be processed for any other main purposes other than to give you support through Counselling.

2.3 What are the legal grounds for the processing of personal data?

Our processing of personal data is done primarily on the basis of our entitled interest in handling your application, providing support through Counselling, administrating the Counselling process, and maintaining our relationship with you within the framework of Counselling. We assess that our interest in processing personal data for these purposes outweighs any opposing interests.

In exceptional cases, we may process, to a limited extent, personal data that are referred to as “sensitive personal data” which you have given to us within the framework of Counselling. We will only process sensitive personal data to the extent that is necessary in order to complete your specific case within the framework of Counselling. In some cases, our limited processing of sensitive personal data will be done with the support of the exception for non-profit organisations in Article 9.2 (d) of

the GDPR. We will only disclose sensitive personal data to a third party (for example, government authorities) if we have your consent to do so.

2.4 How long will the personal data be saved?

We will save your personal data for as long as they are needed for the purposes of Counselling unless the data can be or must be saved for longer under applicable legislation. Normally, we will delete your personal data latest one year after your last contact with Stadsmissionen. In cases that include legal advice, it may be necessary in exceptional cases to save personal data for longer than one year after the most recent contact, for example, in order to be able to give you support during an appeal process.

If your application does not lead to participation in Counselling, we will delete your data immediately unless you have been put on a waiting list. Even if you are still on a waiting list, we will delete your personal data latest one year after your last contact with Stadsmissionen.

2.5 Who has access to your personal data?

We have taken appropriate technical and organisational security measures to protect your personal data from unauthorised access or loss. Only the employees at Stadsmissionen who are associated with Counselling and who need to process your personal data in accordance with the purposes stated above will have access to your personal data.

We may share the personal data about you that are linked to Counselling with other organisational units at Stadsmissionen and with suppliers who provide services on our behalf or who cooperate with us in other ways, for example, suppliers of IT services or administrative services.

In exceptional cases, we may also share your personal data with other third parties, for example, government authorities and care providers, but only to the degree that is necessary in order to conduct your Counselling case. Any transfer of data to such recipients will be based on our assessment that the data processing is necessary for purposes linked to our entitled interests (consideration of interests).

We will not transfer your personal data to third countries, i.e. countries outside the EU/EEA area.

3. What rights do you have?

Stockholms Stadsmission (corporate identity number 802003-1954) with the address Box 35, 131 06 Nacka, email address info@stadsmissionen.se and telephone number 08-684 230 00, is the personal data controller for the processing of your personal data. That means we have a responsibility to ensure your personal data are processed in a correct manner and in accordance with applicable legislation. Read more about your rights below.

- **Right of access:** You have the right to know what personal data about you we are processing, for what purposes the personal data are being processed, and with whom we

are sharing the personal data. You also have the right to access the personal data and request a copy of the personal data that are being processed.

- **Right of amendment:** If you detect that we have incorrect or incomplete personal data about you, you can always request we amend or supplement those personal data.
- **Right of deletion and limitation:** In some cases, you can request that we delete your personal data or that we limit our processing for a period (for example, if the personal data are no longer necessary for the purpose). Please note that deletion or limitation of your personal data can result in you no longer being able to take part in Counselling.
- **Right to object:** You have the right to object to the processing that we conduct on the basis of our entitled interest.
- **Right to data portability:** In the cases when we base our processing on your consent, you also have the right to be given your personal data in a structured, commonly used and machine-legible format and have them transferred to another personal data controller.
- **Withdrawal of consent:** If you have given your consent to the processing of your personal data, you are always able to withdraw your consent by contacting us with the help of the contact information above. The withdrawal of your consent will not affect the processing that is done on the basis of other legal grounds.

If you have any questions about how we process your personal data, you are welcome to contact us with the help of the contact information provided above. If you have any objections or complaints about how we are processing your personal data, you have the right to contact or submit a complaint to the Swedish Authority for Privacy Protection.

4. Changes

If any changes are made regarding the processing of your personal data, we will inform you about that by providing an updated version which will be available in Stadsmissionen's premises.