

INTEGRITY POLICY

We protect our customers' integrity and aim to achieve our customers' confidence. This confidence is built on our way of dealing with our customers' personal data. We strive to attain openness in our way dealing with personal data and to increase protection of personal integrity.

All processing of personal data is performed according to applicable personal data legislation. Within EU/EES General Data Protection Regulation applies from 25th of May 2018.

Responsible for personal data

Personal data responsible decides what purpose and which methods will be utilised when personal data is collected and processed. In addition the personal data responsible is responsible for processing of personal data in compliance with legislation.

Personal data responsible: MICE BokningsBolaget AB
Organisation number: 5350-2959
Address Industrivägen 10A
171 48 Solna
E-mail contact: info@bokningsbolaget.se
Telephone contact: Mikael Westerlund

Which personal data do we collect?

We typically work with customers on a long term basis. Most commonly we have a delivery agreement with our customers, but occasionally no written agreement has been signed. When no written agreement is available we co-operate according to a verbal agreement. The delivery agreement contains the information required to deliver the products and services we have agreed upon.

When you contact us (i.e via E-mail, telephone or when you fill in our website's contact form) we will save information about you request to fulfil our agreement. We never collect personal data you have not provided us with yourself.

Processing legal base

We maintain a personal data register containing the information we collect, in which system it is stored and the applicable legal ground. In those cases when your consent is required for our personal data collection you are free to withdraw your consent. If you do not wish to receive promotions and/or marketing from us please let us know.

Some personal data we save for legal or authority compliance, for instance the law of book-keeping, causing us to keep your personal data for a longer period. In order to keep your information updated and accurate we may collect information from private or public records.

Your personal data may be subject to processing due to several different legal reasons.

Personal data storage

We always aim to save your information shortest time possible. This means that your personal data will not be stored longer than required to fulfil the purpose of the processing.

Our policy also includes avoiding, if at all possible, sending personal data via E-mail. We strive to minimise the number of people receiving copies (CC:) in all our correspondence to minimise distribution of personal data via E-mail.

Our employees have received integrity policy training. Integrity policy education is included in our trainee program. We also continuously follow up that the integrity policy is practiced.

Data storage

We utilise several different IT services and systems in our operation. Some of these systems store information in our local system while other information is stored by any of our suppliers. Accordingly some personal data may be stored within or outside Sweden and EU borders. In these cases our supplier acts on our behalf processing the information on our account and solely according to our instructions and policies.

Personal data distribution

We never distribute personal data to a third party unless it is required to fulfil our delivery to our customer. In those cases we have a supplier processing personal data on our account we have a personal data support agreement or similar monitoring that personal data is processed solely according to our instructions.

Correction and information

You are entitled to receive information about what personal data is stored about you. If you wish to receive such information please forward a written request to our personal data responsible. Depending on the nature of the contact we may insist that you can verify your identity in an appropriate manner.

Use of cookies

We use cookies, tags and pixels to enhance your user experience and your searches for our services. A cookie is a text file sent from our web server and is stored in your web reader or unit. We also use cookies for overall analyses regarding your usage of our services to be able to save functional settings and to be able to address relevant marketing to you. Should you wish to change your web reader settings for use of cookies or the extent of cookies you can do so. An example of such adjustment is to block all cookies or to erase all cookies when you close your web reader.

Complaints to responsible authority

You are always free to complain about the way we process your personal data to the responsible authority in our case Datainspektionen. To contact them please use link www.datainspektionen.se.