



Data Privacy Policy

GDPR compliance of the Brussels Office of the Swedish Trade Unions

The Brussels Office of the Swedish Trade Unions (*LO/TCO/Saco:s Brysselkontor*) complies with privacy legislation and the General Data Protection Regulation (GDPR, EU Regulation 2016/679) when handling personal data. As personal data is considered any information that directly or indirectly can be linked to an identifiable natural person, such as a name or contact details.

Acting in accordance with the GDPR in our capacity of controller, the Brussels Office of the Swedish Trade Unions (Belgian organisation number: 0850 675 350) respects the integrity and confidentiality of your personal data. With respect for everyone's right to privacy, our organisation's principles for collection, processing and storage of personal data are set out in this data privacy policy.

1. How, when and why we collect and process personal data

We only collect and process your data for the purpose of providing you with information or services that you have requested from us. Your personal data is collected when provided to us by yourself or by a third party in relation to this request. A legal basis is always required to justify our collection and processing of your personal information. This can be based either on your own explicit consent, the need to fulfil our legal obligations as an organisation, or a legitimate interest pursued in order to provide you with the service requested.

For the purpose of our activities, we may collect, process and store data such as your name, e-mail address, phone number and IP address. This may e.g. be the case when you:

- visit our premises at the office in Brussels
- contact us via e-mail or other means of communication
- visit or contact us through our webpage that uses cookies
- subscribe to the mailing list for our newsletter
- follow or contact us through social media, such as our Facebook page
- participate in a meeting, visitors' program or other professional activities organised by our office.

For our visitors' programs we may also collect information about your trade union affiliation, as this is necessary to pursue our legitimate trade union activities. The organising of study visits to e.g. the EU institutions may require further personal details such as birth date, nationality and ID or passport number, as this information is compulsory for visitors wishing to access these institutions. Third parties to whom your information is passed on are also obliged to respect your right to privacy and data protection.

2. We do not share or disclose personal data

Your data is only used for the specific service that you have requested. The personal data you provide to us will not be shared with third parties, except with your explicit consent to perform the requested service or in order to comply with certain legal obligations. Your data will never be shared for commercial purposes. Sensitive data such as trade union affiliation, ID or passport numbers are always treated

confidentially and never made public. Such personal data will not be shared to any third party without your consent.

3. We store personal data safely and for no longer than necessary

We handle your data safely with secure technologies protecting your data from unauthorized access, processing, loss and damage. Within our organisation, we make sure access to your data is limited only to employees who need the information to perform the requested service. Whenever information is transferred, we always strive for the storage of data to take place within the EU. We will never ask for any other data than what is necessary to perform the service requested, and we remind you that you have the choice of communicating data to us in a secure way.

In case we need to contact you regarding a requested service, this will most likely be done via e-mail, but could also be done by post, telephone, text message or social media, depending on the situation and the means of communication that you have chosen to get in contact with us.

Your data is not stored for longer than the time required for us to provide you with the requested service, or for the purpose of fulfilling our legal obligations relating to e.g. accountancy, taxes or employment. We delete personal data that is no longer needed. You always have the possibility to request to view, update or have the personal data we store deleted. You may e.g. unsubscribe from our newsletter at any time.

4. Requests regarding our handling of your personal data

You are welcome to contact us, should you like to view, update, correct or delete any of your personal data that we store or process. You are always free to give or withdraw your consent, and you ultimately have the right to be forgotten and permanently erased from our collected data. For any requests, in connection to your personal data and our privacy policy, please contact us at info@brysselkontoret.se.

Should you find that we have not handled your data in accordance with the law, you have the right to submit a complaint to the Belgian Data Protection Authority at www.dataprotectionauthority.be.

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Brussels Office of the Swedish Trade Unions

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