

PRIVACY STATEMENT

for IKEA Personalstiftelse including Aktivitetshuset and Vuxenklubben

Thank you for trusting us at IKEA Personalstiftelse (“**Stiftelsen**”, “**we**”, “**us**” or “**our**”) with your personal data. The vision of Stiftelsen is to create a better everyday life for the many people. That’s a big job and one that we at Stiftelsen take seriously.

Those of us who work for Stiftelsen process your personal data in a manner that means you can always have complete confidence in sharing your data with us. Here at Stiftelsen and at IKEA in general we feel that it is important to be open about how Stiftelsen manages your personal data.

We commit ourselves to be transparent with you by providing clear information about what personal data we collect; what we do with it and why; who we disclose it to; how we protect personal data and what choices you have regarding the use of your personal data by us and third parties.

This Privacy Statement informs you about how Stiftelsen processes your personal data. You will find the most up-to-date version of the Privacy Statement on:
<http://aktivitetshusetalmhult.se/about-us/privacy-policy>

If you have any questions about how Stiftelsen processes your personal information, you can contact us by calling +46 (0)476-440 760 or by e-mailing aktivitetshuset@inter.IKEA.com.

In short: Your personal data – for what purposes do we use it?

- Providing benefits and services
- Administration of your gym card
- Booking of events and food
- Rental of equipment
- Booking of our facilities
- Camera surveillance of our facilities

Please note that you are not required to provide your personal data to us. But if you want to use our services and facilities, as further set out below, we will need certain personal data about you to be able to give you service in a safe and satisfying way.

Do not hesitate to [contact](#) us with any questions you might have regarding this Privacy Statement!

Your rights

[Below you will find a detailed description of your rights and how to exercise them.](#) In summary, you have the following rights:

- the [right to lodge a complaint](#) with a supervisory authority,
- the [right to withdraw your consent](#),
- the [right to access](#) what personal data we process about you,
- the [right to rectification](#) of any personal data that is inaccurate,
- the [right to erasure](#) of the personal data we process,
- the [right to restrict](#) our processing,
- the [right to data portability](#), and
- the [right to object](#) to our processing of your personal data.

Below you can read more about:

By pressing the selected heading, you will be transferred to the relevant paragraph.

The company responsible for the processing of your personal data and how to contact us

Who do we share your personal data with?

Where is your personal data processed?

What are your rights when we process your personal data? Detailed description

A detailed description of how we process your personal data

The company responsible for the processing of your personal data and how to contact us

We, IKEA Personalstiftelse, with company registration no. 829000-8773, IKEAgatan 8, 343 36 Älmhult, are responsible for the processing activities when you use the services of Aktivitetshuset and Stiftelsen. The aim of Stiftelsen is to always provide you with clear information about how Stiftelsen uses your personal data. If you have any questions about our Privacy Statement or practices, please feel free to get in touch. You are welcome to contact Aktivitetshuset on phone number +46 476-440 760 or email: aktivitetshuset@inter.IKEA.com.

Who do we share your personal data with and where is it processed?

Your personal data is initially collected and processed by us, and we do not sell your personal data.

Nevertheless, to conduct our business, we need to work with service providers and business partners who will process your personal data. We are responsible for any sharing of your personal data and to make sure your personal data is safe when shared with third parties as set out below.

We share your personal data with our service providers who process the personal data on our behalf, which means that we remain responsible for the data they are processing. Currently, we share your personal data with the following categories of service providers:

IT-service providers, e.g. for specific functionalities and hosting, who will process the personal data on our behalf and on our instructions to ensure good and secure IT operations. We only share your personal data with our IT service providers if it is necessary for them to fulfil their obligations towards us according to the contract that we have with them.

Stiftelsen will also share your personal data with your **employer** if you are employed by IKEA, or when it is a legal requirement to do so.

Stiftelsen may also use **suppliers** for postal services, IT systems, logistics as well as bank- and credit card services.

In cases of criminal activity or suspicion thereof, material from our surveillance cameras will be shared with the **police**.

When Stiftelsen shares your personal data, it will be used for the same purpose as it was originally collected.

Your personal data will be processed within the EU/EES since the suppliers we use are based in the EU/EES.

If you have any questions regarding how we share your personal data or want to know more about who we share your personal data with, please feel free to [contact](#) us.

What are your rights when we process your personal data? Detailed description

You have certain rights that you can exercise to affect how we process your personal data. You can read a more detailed description about those rights below.

If you want to know more about your rights or if you want to exercise any of your rights, please [contact](#) us and we will help you.

[Right to lodge a complaint with a supervisory authority \(Article 77 GDPR\)](#)

You have the right to lodge a complaint with a supervisory authority.

The supervisory authority in the Sweden is the Integritetsskyddsmyndigheten (IMY) and you can find them here: www.imy.se.

In detail. Your right to complain exists without prejudice to any other administrative or judicial remedy. You have the right to lodge a complaint with a supervisory authority in the country of your habitual residence, place of work, or place where the alleged infringement of applicable data protection laws has allegedly occurred.

Right to withdraw consent (Article 7.3 GDPR)

You have the right to withdraw your consent at any time. This can easily be done by [contacting](#) us.

In detail. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Right to access (Article 15 GDPR)

You have the right to obtain confirmation as to whether we are processing personal data concerning you or not. You can make a request by [contacting](#) us. If we do process your personal data, you also have a right to obtain a copy of the personal data processed by us as well as information about our processing of your personal data.

In detail. The information we provide includes the following:

- the purposes of the processing,
- the categories of personal data concerned,

the recipients or categories of recipients to whom the personal data have been or will be disclosed,

- where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period,
- the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning you or to object to such processing,
- the right to lodge a complaint with a supervisory authority, and

the appropriate safeguards pursuant to Article 46 GDPR relating to the transfer of personal data to a third country (if that is the case).

For any further copies of the personal data undergoing processing requested by you, we may charge a reasonable fee based on administrative costs. If you have made the request by electronic means the information will be provided to you in a commonly used electronic form, unless otherwise requested by you.

Right to rectification (Article 16 GDPR)

You have a right to obtain, without undue delay, the rectification of inaccurate personal data concerning you.

In detail. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed, including the means of providing a supplementary statement.

We will notify each recipient to whom the personal data has been provided of any correction that has been made unless this turns out to be impossible or entails a disproportionate effort. If you want information about these recipients, you are welcome to [contact us](#).

Right to erasure (“the right to be forgotten”) (Article 17 GDPR)

You can at any time ask us to delete some or all of your personal data.

In detail. You have the right to obtain from us the erasure of your personal data and we have the obligation to erase your personal data without undue delay where one of the following grounds applies:

- the personal data is no longer necessary in relation to the purposes for which they were collected or otherwise processed,
- you withdraw your consent and there is no other legal ground for the processing,
- you object to the processing pursuant to Article 21.1 GDPR and there are no overriding legitimate grounds for the processing, or you object to the processing pursuant to Article 21.2 GDPR,
- the personal data have been unlawfully processed, or
- the personal data have to be erased for compliance with a legal obligation in Union or Member State law that applies to us.

We will notify each recipient to whom the personal data has been provided about any erasure of personal data according to the above unless this turns out to be impossible or entails a disproportionate effort. If you want more information about these recipients, you are welcome to [contact us](#).

Note that our obligation to erase and inform according to the above shall not apply to the extent that processing is necessary according to the following reasons:

- for exercising the right of freedom of expression and information,
- for compliance with a legal obligation which requires processing by Union or Member State law that applies to us, or
- for the establishment, exercise, or defence of legal claims.

Right to restriction of processing (Article 18 GDPR)

You have the right to demand restriction on the processing of your personal data.

In detail. The right applies if:

- the accuracy of the personal data is contested by you, during a period enabling us to verify the accuracy of the personal data,
- the processing is unlawful, and you oppose the erasure of the personal data and instead request the restriction of the use,
- you need the personal data for the establishment, exercise, or defence of legal claims even though we no longer need the personal data for the purposes of the processing, or
- you have objected to processing pursuant to Article 21.1 GDPR pending the verification of whether our legitimate grounds override yours.

Where the processing has been restricted according to the above, such personal data shall, with the exception of storage, only be processed with your consent or for the establishment, exercise, or defence of

legal claims or the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State. We will notify you before the restriction of processing is lifted.

We will notify each recipient to whom the personal data has been provided about any restriction of processing according to the above unless this turns out to be impossible or entails a disproportionate effort. If you want more information about these recipients, you are welcome to [contact](#) us.

Right to data portability (Article 20 GDPR)

You have the right to receive your personal data from us in a structured, commonly used and machine-readable format and, where technically feasible, have your personal data transferred to another data controller (“data portability”).

In detail. The right applies to our processing of your personal data when it is based on the legal basis of consent (Article 6.1 (a) GDPR or contract (Article 6.1 (b) GDPR) and the processing is carried out by automated means.

The exercise of the right to data portability shall be without prejudice to the right to be forgotten, Article 17 GDPR.

Your right to data portability shall not adversely affect the rights and freedoms of others.

Right to object (Article 21 GDPR)

You have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data that is based on the legal basis *legitimate interest* (Article 6.1 (f) GDPR), including profiling.

In detail. If you object, we shall then no longer process the personal data in question, unless we can demonstrate compelling legitimate grounds for the processing which override the interests, rights, and freedoms of you, or for the establishment, exercise, or defence of legal claims.

Balancing of interests’ assessments when processing personal data based on the legal basis of “legitimate interest”

As we state in the tables below, for some purposes, we process your personal data based on our “legitimate interest”. By carrying out a balancing of interests’ assessment concerning our processing of your personal data, we have concluded that our legitimate interest for the processing outweighs your interests or rights which require the protection of your personal data.

If you want more information in relation to our balancing of interests’ assessments, please do not hesitate to [contact](#) us.

A detailed description of how we process your personal data

We are happy that you share your personal data with us! We want to make your experience with us as joyful, meaningful, and simple as possible. To achieve this, we

collect some information about you. This section tells you what personal data we collect and process, why we process it, our legal basis for doing so, and the storage period for the personal data in question.

To be able to provide you with benefits and services		
What personal data we process	Why we process your personal data	Our legal basis for processing your personal data
<ul style="list-style-type: none"> - First and last name - Email address - Home address - Telephone number - Social security number - Bank details - Photography 	<p>Stiftelsen is run to be able to provide benefits and services to employees within the Inter group and the INGKA group and to employees' family members as well as to former employees who have retired. Stiftelsen processes your personal data as securely and satisfactorily as possible for the following purposes:</p> <ul style="list-style-type: none"> • provision of benefits and services • administration of your training card • booking of events and food • rental of equipment • booking of our facilities 	<p>The legal basis on which Stiftelsen processes your personal data is the performance of a contract in accordance with Article 6.1 (b) of the GDPR. It could be, for example, an employment contract or an agreement in IKEA's retirement club Vuxenklubben.</p> <p>The legal basis for processing personal data about family members who use our services is that there is a legitimate interest in processing their personal data. This is done after a careful balancing of interests in accordance with Article 6.1 (f) of the GDPR.</p>
<p>Retention period: Stiftelsen stores your personal data for as long as the data is necessary to fulfill the purposes for which the data was collected. The personal data can also be stored for a longer period of time if there is a legal requirement to do so. Stiftelsen has ongoing procedures that ensure that unnecessary data about you is not stored for longer than can be justified based on the original purpose.</p> <p>Data relating to an employee and his/her relatives are always deleted (unless otherwise stated) within 6 months from the termination of the employment.</p> <p>Information relating to a member of Vuxenklubben is deleted no later than 6 months after information has been received about the member's withdrawal from the club.</p>		

To be able to keep our facilities safe and secure		
What personal data we process	Why we process your personal data	Our legal basis for processing your personal data
<ul style="list-style-type: none"> - Photography 	<p>Stiftelsen processes your personal data as securely and</p>	<p>The legal basis on which Stiftelsen's camera surveillance is based is that we have a legitimate interest in doing so in</p>

- Video	satisfactorily as possible for the purpose of having safe and secure facilities both daytime and nighttime.	accordance with Article 6.1 (f) of the GDPR. The material will be shared with third parties such as the police in case of suspected crime. According to the GDPR you have special rights in relation to the surveillance material, such as, for example, the right to request that your personal data be deleted or to see recorded material in which you are present. In case of any complaints, you are welcome to contact the Swedish Data Protection Authority (IMY).
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Retention period: Stiftelsen stores your personal data for as long as the data is necessary to fulfill the purposes for which the data was collected. The personal data can also be stored for a longer period of time if there is a legal requirement to do so. Stiftelsen has ongoing procedures ensuring that unnecessary data about you is not stored for longer than can be justified based on the original purpose.

Data from surveillance cameras is deleted 30 days from the date of registration.