

Integrity policy

Jobbcirkus part of the Digi-physical Science Center

In order to offer a secure platform filled with experiences, a privacy policy is required. The purpose of this policy is to review the measures required to enforce the GDPR within and outside the EU/EEA.

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Date
2022-05-03

Version
0.1
Diarienummer
RUN-HRU21-0084

Version management

Version ¹	Date	Comment ²	Changes (j/n)
0.1	22-04-25		J
1.0	22-05-23		N

¹ Version management, Version, Date, Comment, Changes, The versions are numbered as follows: Version numbers 0.1-0.9 are drafts or referrals, that is, they are not approved. Version 1.0 and later are approved versions. Upcoming numbering is 1.1 and so on.

² Comments are written here that are useful for following changes and versions. This could mean, for example, that a version has been updated by the project client and what changes have taken place.
bye (j/n)

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1 Background

Digi-physical Science Center Sörmland (DSCS) is Sweden's first "digital experience park" in technology and science, mainly for children and young people. The project is currently in the start-up phase. More young people need to be interested in and want to work in technology and science in order for Sweden and Sörmland to maintain its competitiveness.

One method to do just that is to create a science center, where children and young people can learn in a stimulating, joyful and exploratory environment. In Sörmland there are around 100 initiatives that work in these areas.

Based on this, Region Sörmland saw an opportunity to both connect the various initiatives (nodes) under a common umbrella and build a digital platform filled with experiences in technology, science and mathematics. These experiences are compatible with today's technical tools in extended reality (VR/AR/MR).

DSCS will create a platform where the Sörmland region collects and quality-assures experiences in technology, science and mathematics. The experiences can be physical, digital and virtual. The goal is to get more children and young people interested in these subjects with the help of technology development's range of modern tools within Extended Reality.

1.1 Purpose

Satisfy Sweden's, but primarily Sörmland's, needs for future competence and increased innovation through strengthened and broadened recruitment of labor and strengthened abilities in entrepreneurship

1.2 Target group

DSCS will be available to the public. The primary target group is children and young people aged 10-16, as well as the teachers who meet them. There are of course additional target groups, not least the nodes and other collaboration partners in business or academia.

2 Privacy policy for handling personal data

Who is responsible for the personal data we collect?

The personal data controller for the collection of personal data is Region Sörmland, org.no: 232100-0032, with address Repslagaregatan 19, 611 32 Nyköping.

From which sources do we obtain your personal data?

Information you provide to us yourself or that we collect from you based on your visits and participation. It may also be personal data in connection with documentation of our operations and events. Examples of this are: photographs and audio and video recordings.

Who can we share your personal data with?

In cases where it is necessary for us to be able to offer our services, we share your personal data with companies that are so-called personal data assistants for us. A personal data processor is a company that processes information on our behalf and according to our instructions. We have personal data assistants who help us with:

- Marketing and information (newsletter and mailing services, media and web agencies, distribution)
- Transport (logistics and delivery companies)
- Booking and service (to manage various events, screenings and courses)
- IT services (companies that manage the necessary operation, technical support and maintenance of IT solutions) do we process your personal data?

We always strive to process your personal data within the EU/EEA area and all our own IT systems as well as the personal data assistants we employ are located within the EU/EEA. In the case of systemic support and maintenance, your data may be used by one of our service providers, in which case we always ensure that there are data protection agreements in place so that the recipients process the data in the same safe way as we do.

In cases where your data would be used outside the EU, for example by one of our service providers, we always ensure that safeguards, such as data transfer agreements, are in place so that the recipients treat the data in the same secure way as we do.

What rights do you have if we have your personal data?

Right of access (so-called register extract): We are always open and transparent with how we process your personal data and you can always request access to the data.

Right to rectification: You can request that your personal data be rectified if the information is incorrect. Within the scope of the stated purpose, you have the right to complete any incomplete personal data.

Right to erasure: You can request the erasure of personal data we process about you if:

- You want to be deleted from a register that requires consent.
- The data are no longer necessary for the purposes for which they have been collected or processed.
- The personal data is processed in an illegal manner.
- The personal data must be deleted to fulfill a legal obligation to which we are subject.

We may have the right to refuse your request if there are legal obligations that prevent us from immediately deleting certain personal data. These obligations come from accounting and tax law, banking and money laundering law, but also from consumer law.

It may also happen that the processing is necessary for us to establish, assert or defend legal claims. Should we be prevented from complying with a request for deletion, we will instead block the personal data from being used for purposes other than the purpose that prevents the requested deletion.

Right to restriction: You have the right to request that our processing of your personal data be restricted. If you dispute that the personal data we process is correct, you can request limited processing during the time we need to check whether the personal data is correct.

When your personal data is shared with personal data assistants, it is only for purposes that are compatible with the purposes for which we have collected the information (for example, to be able to fulfill contractual obligations. We have written agreements with all personal data assistants through which they guarantee the security of the personal data that is processed and undertakes to

comply with our security requirements and restrictions and requirements regarding the international transfer of personal data.

Companies that are independent personal data controllers

We also share your personal data with certain companies that are independent personal data controllers. The fact that the company is an independent personal data controller means that it is not us who control how the information provided to the company is to be processed.

Government authorities (the police, tax authorities or other authorities) if we are obliged to do so by law or in case of suspicion of crime.

Companies that offer payment solutions (card processing companies, banks and other payment service providers).

What is the easiest way to contact us with questions about data protection?

We take data protection very seriously and as an authority we are also obliged to have a special data protection officer who handles these issues. You can reach them at caroline.dexfalk@regionsormland.se.

The principle of publicity

Region Sörmland is a government authority and this means that messages sent to us can become public documents.

Handling of personal data

1. RESERVATIONS OF PREMISES AND SERVICES

Purpose

To be able to manage bookings of premises and services, for example viewings and courses.

Treatments performed

Receipt of bookings, re-bookings and cancellations.

Sending of booking confirmations.

Communication regarding the booking.

Handling of payment.

Categories of personal data

Name

Contact details (email and phone number, billing address)

Organization/personal identification number

Any notes you choose to leave.

Legal basis

Fulfillment of agreement. The collection of your personal data is required in order for us to be able to fulfill our obligations according to the service agreement. If the information is not provided, our commitments cannot be fulfilled and we are therefore forced to deny you the service.

Storage period

Until the service is completed.

2. LEGAL OBLIGATIONS OF THE AUTHORITY

Purpose

To be able to fulfill the authority's legal obligations.

Treatments performed

Necessary processing for fulfilling the authority's legal obligations according to legal requirements, judgments or authority decisions (e.g. the Accounting Act, the Archive Act, rules on product liability and product safety).

Categories of personal data

Name

Social security number (if applicable)

Contact details (e.g. email, address and phone number)

Payment Information

Legal basis

Legal obligation. This collection of your personal data is required by law. If the information is not provided, our legal obligation cannot be fulfilled and we are therefore forced to deny you the purchase or rental.

Storage period

In accordance with the rules of the respective law. For the Accounting Act, 7 years apply.

1. SERVICE MATTERS AND REQUESTS

Purpose

To be able to handle service matters and requests.

Treatments performed

Communicating and answering any questions to the information service (via telephone, e-mail, feedback form or in digital channels, including social media).

Investigation of any complaints or questions.

Categories of personal data

Name or username

Contact details (e.g. email and phone number)

Your correspondence

Legal basis

Public interest and exercise of authority. The processing is necessary for us to be able to carry out our task as an authority and to answer questions about our operations and our premises.

Storage period

Until the service case has been completed.

1. INFORMATION TO SPECIAL STAKEHOLDERS

Purpose

To be able to inform about our activities to special stakeholders.

Treatments performed

Collection of personal data for those who wish to subscribe to newsletters or receive other types of mailings.

Sending newsletters, press releases, event invitations and publications to special interest groups and lists. Physical and digital mailings.

Categories of personal data

Name

Address

Email address

Telephone number (in some cases, to be able to communicate regarding dispatch)

Legal basis

Consent. The processing is necessary in order to deliver newsletters, press releases and other mailings to those who have voluntarily indicated that they wish to receive them. If the information is not provided or withdrawn, we can no longer provide the mailings to the recipient.

Storage period

Until the recipient no longer wishes to receive the mailings.

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2. INFORMATION TO THE PUBLIC

Purpose

To be able to inform the public about our operations.

Treatments performed

Information about current experiences, activities, courses, technical equipment and nodes as well as images and video recordings of experiences in physical and digital format, for example exhibition staff and, where applicable, the audience. To be used on the DSCS platform's official communication channels such as website, mailings and in social media.

Categories of personal data

Name and professional title

Pictures

Audio and video recordings

Contact details (if applicable)

Legal basis

Public interest and exercise of authority. The processing is necessary in order for Region Sörmland to be able to describe its activities and fulfill its authority mission.

Storage period

Until the information is no longer relevant or needed.

1. MAKING OUR EXPERIENCES AVAILABLE

Purpose

To be able to show, make available and convey our experiences.

Treatments performed

Collection and registration of personal data concerning purchased, donated and borrowed experiences and technical equipment.

Categories of personal data

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Name

Contact details (address, studio details, telephone, e-mail)

Year of birth

Country of birth and operation

Legal basis

Public interest and exercise of authority. The processing is necessary for Region Sörmland to be able to fulfill its authority mission.

Storage period

In accordance with the Archive Act and the Publicity and Confidentiality Act.

1. DONATIONS OR DEPOSIT AND LOAN OF EXPERIENCES

Purpose

To be able to handle donations or borrowing and lending of experiences and technical tools.

Treatments performed

Collection of information about institutions, funds, foundations, companies and private individuals who borrow and lend or donate experiences or technical equipment.

Correspondence with programmers, designers, animators, institutions, sellers and lenders.

Collection of company and personal data for those who transport and handle the technical equipment.

Categories of personal data

Name

Contact details (e-mail, address, phone number)

Legal basis

Agreement. The processing is necessary in order to receive, borrow or lend experiences and technical equipment.

Storage period

For correspondence as long as an agreement is current and valid. For the agreement in accordance med offentlighets- och sekretesslagen och arkivlagen. Se stycke om Myndighetens rättsliga förpliktelser.

1. RESEARCH REQUESTS

Purpose

To be able to handle research requests.

Treatments performed

Collection of personal data for visitors to the platform's nodes and special experiences and technical equipment.

Correspondence between Region Sörmland and those who want data from the platform.

Categories of personal data

Name

Contact information (email or phone number)

Social security number (when producing items)

Institution or similar

Legal basis

Public interest and exercise of authority. The processing is necessary to be able to handle requests to take part in the platform's content and technical equipment at the nodes. The data is used for security reasons and for Region Sörmland to be able to carry out its mission of making the experiences available.

Storage period

Until the visit is completed and the object is returned and checked.

2. PARTICIPATION IN EVENT

Purpose

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To be able to implement and manage participation in events.

Treatments performed

Collection and registration of those who wish to attend the event.

Handling of participants at events (checking off).

Categories of personal data

Name

Email address

Legal basis

Public interest and exercise of authority. The processing is necessary to be able to carry out the events and fulfill the authority's mission.

Storage period

Until those events are completed.

3. PARTICIPATION IN LAUNCH SHOWS

Purpose

To be able to implement and manage participation in launch screenings.

Treatments performed

Collection and registration of those who wish to attend launch screenings.

Management of participants at launch screenings (check-off).

Categories of personal data

Name

Email address

Address

Legal basis

Public interest and exercise of authority. The processing is necessary in order to be able to carry out launch screenings and fulfill its official mission.

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Storage period

Until the press screening is completed.

4. RECRUIT STAFF

Purpose

To be able to recruit staff.

Treatments performed

Collection of personal data from job applications.

Communication around application interviews.

Categories of personal data

Name

Social security number

Contact details (address, postal address, e-mail, phone number)

Legal basis

Public interest and exercise of authority. The processing is necessary for Region Sörmland to be able to fill vacancies within DSCS and to fulfill its authority mission.

Storage period

Until the recruitment is completed and a period of 24 months after the decision on employment has gained legal force.

1. SPONSORSHIP AND SUPPORT

Purpose

To be able to manage sponsorship and support for DSCS.

Treatments performed

Collection of personal data from those who enter into sponsorship agreements and partnerships with Region Sörmland.

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Sending event invitations, publications and information about special activities.

Communication regarding sponsorship and membership.

Category of personal data

Name

Address

Email address

Phone number

Legal basis

Fulfillment of agreement. The processing is necessary for us to be able to fulfill our commitments according to sponsor or member agreements.

Storage period

During the duration of the sponsorship or membership and for a period of 12 months thereafter.