

# General Privacy statement

This statement informs you how Medicon Village Fastighets AB ("we") will process personal data.

## Background

The General Data Protection Regulation (GDPR) will be enforced through Swedish legislation as of May 25th, 2018. We will sign agreements with all organisations that have their staff at our premises and this will cover processing of general data (legal ground 1 in table below). There are four different categories of individuals for whom we will process personal data;

- Our employees
- Members
- Physical visitors (that come to visit our science park)
- Digital visitors (of our external website(s))

## Categories of personal data and purpose

We will only collect and process personal data that we need and for the purposes we need (see below). We will not process any special categories of personal data (article 9).

Purpose	Categories (examples)	Who	Legal ground
Access to parts of buildings	Name, contact details, social security number, photo	All members and employees	1
Connect incoming phone calls	Name, contact details, location	All members and employees	1
Access to locked rooms	Name, contact details, social security number	Members who request locked rooms	1
Contact (especially crisis mgmt.)	Name, contact details	All members and employees	1
Business relationship mgmt. (rental etc)	Name, contact details	Signatory of members organisations	1
Internal communication <sup>1</sup>	Name, contact details, photo, username/pwd, ipaddress	All members and employees	1
Surveillance main entrance	Car registration number	Anybody who pass the main entrance	2
External communication	Name, contact details, ip-address	Anybody	3
Catering and booking of rooms	Name, contact details, external messages	Anybody using the services	4

<sup>1</sup> See specific section on Village Inn for content that any member can add

## Legal grounds

1. As agreed with member organisations, or as part of responsibilities as employer
2. Legitimate interest (article 6 f)
3. Consent (article 6 a)
4. Agreement with registered. Medicon Village Fastighets AB and Cuisine Medicine are jointly responsible (data controller).

## Retention and security policy

Personal data will be removed within 90 days from when we get notice that a member moves out of the science park, if there is no other legal ground that overrule GDPR. Where consent is used as legal grounds, it will be possible to withdraw consent and personal data will be removed within 90 days. A specific retention policy applies to content you may create in Village Inn (see below).

We have taken appropriate technical and organisational measures to prevent unauthorised access, unlawful processing and unauthorised or accidental loss, destruction or damage to personal data, thereby ensuring an appropriate level of security.

We will take all reasonable steps to ensure that your personal data is accurate and updated without delay if Medicon Village Fastighets AB is informed or otherwise becomes aware of incorrect data. We will, upon request, provide access to your personal data processed by Medicon Village Fastighets AB in a commonly used electronic form.

We use a secure server where your personal data is processed and limit access to personal data within the organisation. Authorisation to access personal data is given only to individuals within the organisation, or within the Data Processor and its sub-processor, for the sole purpose of carrying out their respective duties.

Medicon Village Fastighets AB, or, if relevant, the Data Processor, will only transfer personal data to third countries if the recipient of the personal data has signed the EU Commission Standard Contractual Clauses in accordance with applicable law at every given time.

## External processors

All external processors that process personal data have signed agreements with us, to ensure they also comply to GDPR.

## Cookies

On our websites we use cookies to provide a more user-friendly site. Third party cookies may also be used for analytical purposes of traffic and/or improvement of traffic and visitor experience. Read more about respective supplier's terms and conditions (below).

- Google (<https://policies.google.com/privacy?hl=en&gl=ZZ>)
- AddToAny (<https://www.addtoany.com/privacy>)

## Village Inn

As a member at Medicon Village Science Park you are granted access to Village Inn, a system that makes it possible for you to create your own content. You can also choose to publish content on our official website ([mediconvillage.se](https://mediconvillage.se)) To enable this we need to collect, store and process additional data about You. This section of the privacy statement applies if you use existing functionality to create and edit content on Village Inn.

### Your responsibility

When you create or edit content on Village Inn, it is your responsibility to ensure that you do not violate any legislation. You should ensure that you have the necessary consent for the personal data you publish.

### Our responsibility

We will not store any other data than the data you publish, apart from IP-address. As part of our responsibilities as external processor we will ensure to delete all personal data stored in Village Inn, with same exception as above, within 90 days from the day we get notice of that your membership has been cancelled. Right to be forgotten If you want to use your right to be forgotten, send a note to [info@mediconvillage.se](mailto:info@mediconvillage.se) and we will remove any content you have created, as detailed above.