

PRIVACY POLICY FOR YOUNG ARBITRATORS SWEDEN

1. BACKGROUND

Young Arbitrators Sweden processes personal data in relation to its activities. This privacy policy contains information about how and why we process your personal data as well as explains your rights under the applicable personal data legislation.

Young Arbitrators Sweden, registration number 802458-5419, c/o Trollbäckens Redovisningsbyrå AB, Ringstensuddevägen 12, 134 61 Ingarö ("YAS" or "we") is responsible for the processing of your personal data, unless stated otherwise.

2. THE PERSONAL DATA PROCESSED AND HOW IT IS COLLECTED

YAS may collect personal data about you in different aspects. The data that we may collect is basic information about you such as your name, contact information and date of birth as well as information about your work, such as your employer, your position and invoice address. This data is collected directly from you when you become a member, from your employer or, in some cases, by us from publicly available sources.

In case you participate in one of our events where we serve food, we may – in addition to the data mentioned above – also collect data about food preferences, allergies or similar, from you directly when you register.

When you participate in one of our events, we may record or photograph the event and the participants. This means that you as a participant may appear in audio and video recordings or in photographs. YAS may use this information in different ways and it may also be published internally or externally. YAS will not publish names or photos, audio or video recordings of participants who have a prominent role without the prior consent of the participant.

3. WHY DO WE PROCESS PERSONAL DATA?

YAS will process personal data for the following purposes and on the following legal basis:

- **Providing and administering your membership with YAS:** processing is made in order to fulfil our obligations to you in accordance with the agreement that the membership entails. YAS may also, if necessary, update your information in our registers. This is made in the legitimate interest to keep our registers up to date in order to provide our services in an efficient manner.

Legal basis for processing: Performance of contract and legitimate interest

- **Providing and administering events which you have registered for or participate in:** processing is made in order to fulfil our obligations to you as a result of your registration. In connection with conferences, seminars or similar, a list of participants may include information about your name and employer.

Legal basis for processing: Performance of contract and legitimate interest

- **Providing you with information about YAS or our partner organisations' operations and upcoming events:** electronic correspondence about our operations and our partner organisations' operations and events are sent to you to fulfil YAS' legitimate interest of informing you of such activities. You always have the possibility to opt-out from such processing.

Legal basis for processing: Legitimate interest

- **Election committee to the board and advisory board of YAS:** processing is made for the purpose of being able to provide suggestions for new members of the board and the advisory board. The processing is made in the legitimate interest of YAS to uphold the operations of the organisation and to ensure wide skills and a diverse representation on the board and advisory board.

Legal basis for processing: Legitimate interest

4. How long do we save your information?

Your personal data is only processed for as long as it is necessary for the purposes it has been collected. This means that we process your information for as long as you are a member, registered to receive our correspondence or for as long as we need to in order to administrate the services we provide to you (e.g. participation in events).

YAS may store some personal data for longer than what is stated above in order to meet legal requirements.

5. With whom may we share your personal data?

YAS will neither sell nor share your personal information with anyone. However, in some cases we may share your personal data with selected third parties. If this happens, we will ensure that the transfer is made in a secure way that preserves your privacy. Below are recipients that we may share your information with:

- Westarc AB, which is the host of the membership portal arcMember which is used to administer applications for memberships and to send out information on behalf of YAS. In this respect, Westarc AB processes the data on our behalf and in accordance with our instructions.
- Our external accounting firm for the administration of the membership fee.
- When it arranges events, YAS may share information with e.g. catering suppliers and managers of the premises where the events take place.
- We may also share your information for compliance with legal requirements, for example in case we are required to share information with the Swedish Tax Authority for accounting purposes.

6. Your rights

Rectification and access to your personal data

As registered, you have the right to, at any time, request the rectification of inaccurate data or to amend the personal data that you have submitted. You also have the right to, free of charge, obtain information about what personal data we have about you. You do this by requesting an extract from our registers.

Withdrawal of consent with future effect

In case we process your personal data with consent as a legal basis, you have the right to, at any time, withdraw your consent regarding future processing.

Right to object

You have the right to object to processing of personal data which is based on a balancing of interest.

You may at any time opt-out of commercial or other communication. You can unregister by clicking on a link in the relevant communication or by contacting us (see contact information below).

Erasure

Under certain circumstances, you have the right to have your personal data erased. However, this does not apply e.g. in case we have a legal obligation to preserve the information.

Restriction of processing

You may also have the right to request the restriction of processing. However, if you request that the processing of your personal data shall be restricted, this might mean that we cannot fulfil our obligations to you during the time the processing is restricted.

Data portability

In case you want to transfer your data from us, you also have the right to obtain a copy of the personal data that concerns you in a structured, commonly used and machine-readable format (right to data portability). This right only applies to data that you yourself has shared with us.

7. Contact information to the data controller and for complaints.

If you want to exercise any of your rights above, you can contact us at yas@youngarbitrators.se or at the postal address Young Arbitrators Sweden, c/o Trollbäckens Redovisningsbyrå AB, Ringstensuddevägen 12, 134 61 Ingarö.

If you are dissatisfied with our way of processing your personal data we ask you to contact us. If you are not happy with our way of handling your complaint, you may submit your complaint to the authorised supervisory authority, currently the Swedish Data Protection Authority (Sw. Datainspektionen).

8. Changes to the privacy policy

We reserve the right to make changes to our privacy policy. You will always find the latest version on our website. When we make updates that are of significant importance to our processing of personal data, this will be communicated with you.