

Privacy Policy

NP3 Fastigheter AB (publ) processes personal data in accordance with GDPR. The present privacy policy explains how we collect and use your personal information. It also describes your rights and how you can enforce them. Please do not hesitate to contact us if you have any questions.

General

NP3 processes tenants', intending customers' and other people's personal data in different data files.

To a certain extent, the recording and processing of personal data is both necessary and desirable, even if the registered person has not specifically consented to this. This may however be necessary in order for NP3 Fastigheter to fulfil its agreements and obligations in accordance with the law. For any such recording and processing, which, according to GDPR, is allowed without the consent of the registered person, no such consent is requested.

The purpose of processing

The purpose of any personal data processing is firstly to maintain a contact database, or to fulfil signed agreements or measures that have been requested before an agreement is concluded.

Data processing is also performed in order for NP3 to be able to document, e.g. conversations between tenants and NP3.

See the purpose in each table.

What is personal data and what is personal data processing?

Personal data is any type of information that directly or indirectly can be attributed to a living natural person.

Personal data processing is everything that such personal data undergoes. Each action that is taken with regard to personal data constitutes processing, irrespective of whether it is performed in an automated way or not. Examples of normal data processing are the collection, recording, structuring, storage, transfer and deletion of data.

Who is responsible for any personal data we collect?

NP3 Fastigheter AB (publ), Org.no. 556749-1963 with its postal address at Box 12, 151 02 Sundsvall.

What personal data do we collect about you as a customer, and for what purpose (why)?

Purpose	Processing performed	Categories of personal data
Handling of expressions of interest for premises.	<ul style="list-style-type: none"> • Reception of expressions of interest. • Communication about viewing. 	<ul style="list-style-type: none"> • Name • Contact details (e-mail and telephone number). • Any comments you may wish to leave. • Any comments from NP3 re. the process for expressions of interest.
<p>Legal grounds: <i>Legitimate interests</i>. This collection of personal data is required in order for us to be able to complete and process an expression of interest. If the details are not submitted, we cannot proceed with the expression of interest process.</p>		
<p>Retention period: Until the agreement is signed or there is no longer any interest.</p>		

Purpose	Processing performed	Categories of personal data
Managing a letting and signing of a rental agreement.	<ul style="list-style-type: none"> • Rent notice and collection of contact details. • Identity check. • Credit reports from Creditsafe. 	<ul style="list-style-type: none"> • Name • Personal ID number, coordination number or similar. • Contact details (e.g. address, e-mail and telephone number). • Credit report and other information from e.g. the Swedish Enforcement Authority or debt collection agencies. • Information about any guarantor.
<p>Legal grounds: <i>Compliance with the rental agreement</i>. This collection of personal data is required in order for us to perform our duties in accordance with the rental agreement and other day-to-day administrative duties. If the details are not submitted, we cannot perform our duties, and we are therefore obliged to suspend the letting process.</p>		
<p>Retention period: Until the rental agreement has ceased, and 36 months thereafter for the purpose of dealing with any previous history. Information found in accounting documents is saved for seven years including the current year. Name, personal ID number, coordination number and termination date are saved for two years.</p>		

Purpose	Processing performed	Categories of personal data
Administrate and uphold the parties' tenancy obligations, based on the rental agreement. In addition, there is a legitimate purpose to offer services and servicing in addition to that stipulated in the rental agreement.	<ul style="list-style-type: none"> • Management of servicing and fault notification. • Access control logs and electronic key systems. • Payment reminders. • Details about sub-letting and lease assignments. 	<ul style="list-style-type: none"> • Name • Personal ID number, coordination number or similar. • Contact details (e.g. address, e-mail and telephone number).
<p>Legal grounds: <i>Compliance with the rental agreement and legitimate interests.</i> This collection of personal data is required in order for us to perform our duties in accordance with the rental agreement and other day-to-day administrative duties.</p>		
<p>Retention period: Until the rental agreement has ceased, and 36 months thereafter in order to deal with any previous history. Personal data that is no longer relevant or which has become out-of-date is deleted or updated on a regular basis.</p>		

Purpose	Processing performed	Categories of personal data
Administration in the event of termination of the rental agreement.	<ul style="list-style-type: none"> • Monitor remaining legal claims. 	<ul style="list-style-type: none"> • Name • Personal ID number, coordination number or similar. • Contact details (e.g. address, e-mail and telephone number). • Information about any guarantor.
<p>Legal grounds: <i>Compliance with the rental agreement and legal duties.</i> This collection of personal data is required in order for us to be able to monitor remaining legal claims, and comply with any legal requirements under e.g. the Swedish Bookkeeping Act.</p>		
<p>Retention period: After the rental agreement has ceased, and 36 months thereafter for the purpose of dealing with any previous history. Information found in accounting documents is saved for seven years including the current year. Name, personal ID number, coordination number and termination date are saved for two years.</p>		

Purpose	Processing performed	Categories of personal data
In order to be able to implement and manage participation in events and competitions.	<ul style="list-style-type: none"> • Communication before and after participation in a competition or event (e.g. acknowledgement of notifications). 	<ul style="list-style-type: none"> • Name • Contact details (e.g. address, e-mail and telephone number). • Personal ID number
<p>Legal grounds: <i>Legitimate interests.</i> This collection of personal data is necessary to protect our and your legitimate interests in the management of your participation in events and/or competitions.</p>		

Retention period: For the duration of the competition. For events/invitations, the retention period is indefinite for recurring events.

Purpose	Processing performed	Categories of personal data
To be able to e-mail press releases and financial reports.	<ul style="list-style-type: none"> Retention of e-mails 	<ul style="list-style-type: none"> E-mail
Legal grounds: <i>Legitimate interests</i> . This collection of personal data is necessary to protect our and your legitimate interests relating to any dispatching of press releases and financial reports.		
Retention period: For as long as you have subscribed to receive dispatches. You can unsubscribe via our website.		

Cookies

The cookies we use generally improve the services we offer. Some of our services require cookies in order to work properly, whereas others improve the services for you. Cookies are small alphanumeric text files that are served by our web server and stored on your browser or device. At www.np3fastigheter.se, we use the following cookies:

Name	Description	Retention period
AWSALBCORS	Used to optimize traffic	Expires after one day
_ga	Used to measure traffic	Expires after one month
_lfa	Used by Drupal to adapt admin interface and possibly the website interface	Expires after one year after log-in
AWSALB	Used to optimize traffic and load balancing	Expires after one day

Third-party cookies

Some third-party cookies are also used on the website. Such third-party cookies are mainly used to improve your user experience.

Google Analytics

Amazon Web Services

From which sources do we collect your personal data?

In addition to the data you submit to us, we may also collect personal data from someone else (a third party). We collect the following data from third parties:

- Address details from public registers to ensure that we have the correct address details for you.

- Credit rating information from credit rating agencies.

Who can we share your personal data with?

We may transfer to or share your information with selected third parties. We take all reasonable legal, technical and organisational measures to ensure that your data is securely handled and with an adequate level of protection when transferring or sharing it with such third parties.

Your personal data may, for example, be shared with:

- Credit bureaus and various service providers for the purpose of assessing your credit rating.
- External partners e.g. property managers.
- Suppliers of e.g. electricity, broadband and alarm systems.

Where do we process your personal data?

We always strive to ensure that your personal data is processed within the EU/EEA, and all of our own IT systems are located within the EU/EEA.

For how long do we save your personal data?

We will never save your personal data for longer than necessary for the respective purpose. See more about the specific retention periods under each purpose in the tables.

The right to request a register extract

Private individuals have the right to request a register extract of any details about you that NP3 Fastigheter processes. The register extract is free-of-charge once a year/person. You can also request that information is removed or corrected if it is incorrect or incomplete.

Please email register extract requests to: info@np3fastigheter.se.

How is your personal data protected?

We use IT systems in order to shield confidentiality, privacy and access to personal data. We have implemented special security measures in order to protect your personal data against unlawful or unauthorised processing (such as unlawful access, loss, destruction or damage).

We may make changes to our privacy policy. The latest version of the privacy policy can be found at: www.np3fastigheter.se.

How can you easily contact us if you have any questions about data protection?

Email us at: info@np3fastigheter.se