



The privacy policy of our company Knowledgepro education Sickla AB's ("Knowledgepro"), organisation number 556902-4176.

Knowledgepro values personal integrity and the protection of personal data. This means that Knowledgepro strives to only process personal data when necessary for specifically set goals. The General Data Protection Regulation (GDPR), protects an individual's personal data. In the text below, you will find an overview of how Knowledgepro processes personal data, what rights you have if we as a company process personal data about you, as well as information about where to turn if you have additional questions.

Responsible Controller

Knowledgepro education Sickla AB, organisation number 556902-4176, is the responsible data controller for the company's processing of personal data.

Data Processors

In some cases, data processors may be used, i.e. companies that process personal data on Knowledgepro's behalf. When a data processor is being used, Knowledgepro will always before processing ensure that there is a set agreement between the parties that regulates how the data is to be processed.

Location of the Data process

Knowledgepro strives to process all personal data within the EU/EEA. In cases where personal data is processed outside the EU/EEA, Knowledgepro will take necessary steps to ensure the level of protection meets the requirements set in GDPR and relevant national legislation. This means that actions such as using the EU Standard contractual clauses ("SCCs") and working through recognized organizations.

Security

Knowledgepro protects personal data in multiple ways such as, antivirus protection, firewalls and minimizing data access. In addition, encryption is used to protect sensitive data. Knowledgepro is constantly working to maintain and improve the security of our IT environment.

How long do we save personal data?

Knowledgepro never saves your personal data longer than what is necessary for each purpose. See the specified purposes for information how long personal data is stored in regard to that purpose.

Data subject rights Right of access

Knowledgepro strive to always be transparent with how we process personal data. For a deeper understanding of what personal data Knowledgepro is processing regarding you, please contact us for a copy sheet of your personal data as well as other supplementary information.

Right to rectification

In case any of your personal data that is being processed at Knowledgepro is inaccurate or incomplete, you always have the right to request that we correct or supplement the data.



Right to be forgotten

You have the right to request that we stop processing personal data concerning you in the following situations:

- the personal data is no longer necessary in relation to the purpose for which they were collected or processed;
- the process was based on consent, and you withdraw your previously given consent;
- the data is being processed based on legitimate interests pursued by the controller and you object to those interests; or
- the data is being unlawfully processed.

Knowledgepro has the right to deny your request if there are legal obligations that prevent us from immediately deleting your personal data. These obligations may be such as, mandatory legislation. It may also be that the treatment is necessary for us to determine, enforce or defend legal claims. Should we be prevented from deleting the personal data, we will instead block it from being used for purposes other than those preventing the requested removal.

Right to restriction of processing

You are entitled to request that we limit our processing of your personal data. If you have an objection to the accuracy of the personal data we provide, you may request that the process is limited until Knowledgepro confirms the accuracy of the data. If we no longer need your personal information for the specified purposes, but you need them to determine, enforce or defend legal claims, you may request limited processing from Knowledgepro, meaning you can request that we do not delete your information during that period. If you have objected to a process based on legitimate interest, you may request that treatment be limited during the time need to check if Knowledgepro legitimate interests outweigh your interest of getting the data deleted. If a process has been limited in accordance with any of the above situations, we may only process the data to determine, enforce or defend legal claims, to protect someone else's rights or if you have given your consent.

Right to data portability

If Knowledgepro right to process your personal data is based on consent or performance of a contract with you, you are entitled to request the information related to you, which you have provided to us, is transferred to another data controller (so-called data portability). A prerequisite for data portability is that the transfer is technically possible and can be done automatically.

Contact Knowledgepro

If you have any questions regarding Knowledgepro processing of personal data or you would like to exercise any of the above mentioned rights, please contact us at our e-mail: info@knowledgepro.se or call us at +46-704074832.



Purpose and legal basis for processing of your personal data and storage period

Customer contacts

Purpose	Processing	Categories of Personal data
Developing business relationships with customers of Knowledgepro	<ul style="list-style-type: none"> • Marketing messages for the purpose of communication and information • Invitations to events, courses and similar • Phone or e-mail-based communications regarding contractual discussions and commitments 	<ul style="list-style-type: none"> • First and last name • E-mail address • Phone number • Job title • Communications between you and Knowledgepro • Assignment history • Information on your technical means of contacting us • In some cases, browser data an IP address
<p>Legal basis for processing: Legitimate interest The processing is necessary to fulfil Knowledgepro’s need to be able to retain and develop our business relationships.</p>		
<p>Storage & Storage period Knowledgepro stores data related to fulfilling contracts on course participation and effectuation. For the duration of the business relationship. Personal data that is not current will be deleted at our earliest convenience whenever the controller is informed about this.</p>		



Purpose and legal basis for processing of your personal data and storage period

Customer contacts

Purpose	Processing	Categories of Personal data
Marketing	<ul style="list-style-type: none">• Knowledgepro would like to send you information about products and services of ours that we think you might like.• Marketing events, courses and similar• Phone or e-mail-based marketing	<ul style="list-style-type: none">• First and last name• E-mail address• Phone number• Job title• Communications between you and Knowledgepro• Assignment history• Information on your technical means of contacting us• In some cases, browser data an IP address
Legal basis for processing: Consent		
Storage & Storage period Knowledgepro stores data related to fulfilling contracts on course participation and effectuation. For the duration of the business relationship. Personal data that is not current will be deleted at our earliest convenience whenever the controller is informed about this.		

Privacy policy

Knowledgepro keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was **last updated on 31/01/2022**.

How to contact us

If you have any questions about Knowledgepro education Sickla AB's privacy policy, please do not hesitate to contact us.

E-mail us at: info@knowledgepro.se or call us: +46-70 407 48 32

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Knowledgepro education Sickla AB has not addressed your concern in a satisfactory manner, you may contact the owner of Knowledgepro education Sickla AB.

E-mail: jessica.hintze@knowledgepro.se or call us at +46-704074832.



What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit www.allaboutcookies.org

How do we use cookies?

Knowledgepro education Sickla AB (“**Knowledgepro**”) uses cookies in a range of ways to improve your experience on our website including:

- Understanding how you use our website

What types of cookies do we use?

There are several different types of cookies, however, our website uses:

- **Functionality** – Knowledgepro uses these cookies so that we recognize you on our website. These could include what location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** – Knowledgepro uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device and your IP address. Knowledgepro. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on you browsing patterns on our website.

How to manage cookies

You can set you browser not to accept cookies. However, in a few cases, some of our website features may not function as a result.

How to contact us

If you have any questions about Knowledgepro’s cookie policy, please do not hesitate to contact us.

E-mail us at: info@knowledgepro.se

Call us: +46-70 407 48 32

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Latest update: 31/01/22