

Detailed information on the processing of personal data

Our processing of personal data

This section includes detailed information about the categories of personal data that we process, the legal basis of such processing and the data storage period for each processing.

<i>Purpose</i>	<i>Personal data</i>	<i>Legal basis</i>	<i>Storage period</i>
<i>Administration of user accounts</i>	<ul style="list-style-type: none"> • Identity and contact details • Information about usage and web traffic • Other information 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in providing our services and fulfilling the terms of the contract with the customer.</p> <p><i>Performance of a contract, 6.1(b)</i></p> <p>If the user account is created for the owner of the sole proprietorship who is a customer, the processing takes place in order to perform the contract with the user.</p> <p><i>Consent, 6.1(a)</i></p> <p>You have given your consent to the processing, e.g. collection of data via cookies, and when creating a user account.</p>	<p>Personal data are saved for this purpose for as long as it is required according to the agreement with the customer and for a maximum of 12 months after the termination of our user account.</p>
<i>Provision of support</i>	<ul style="list-style-type: none"> • Identity and contact details • Information about usage and web traffic • Profile details • Financial information • Contents • Communication • Other information 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in providing good service for users of our services.</p> <p><i>Performance of a contract, 6.1(b)</i></p> <p>If an agreement on our services has been concluded for a sole proprietorship and support is provided to users who are owners of a sole proprietorship, the processing takes place to perform the agreement with the user.</p>	<p>Personal data are stored for this purpose for a period of up to 10 years from the time of collection. Reports at an overall level that do not contain personal data and anonymous statistics regarding our support are saved until further notice or until they are deleted.</p>
<i>Compliance with the rules of our business</i>	<ul style="list-style-type: none"> • Identity and contact details • Information about usage and web traffic 	<p><i>Compliance with a legal obligation, 6.1(c)</i></p> <p>The processing is necessary in order to fulfil our obligations as a</p>	<p>Personal data are saved for this purpose for as long as it is required according to the</p>



	<ul style="list-style-type: none"> • Profile details • Financial information • Contents • Communication • Other information 	<p>Swedish limited liability company under applicable legislation and the guidelines issued by the relevant authorities. The processing is also necessary to comply with the Swedish Electronic Communications Act (2022:482).</p> <p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in providing our services and fulfilling the terms of the agreement with the customer.</p> <p><i>Consent, 6.1(a)</i></p> <p>You have given your consent to the processing, e.g. collection of data via cookies.</p>	<p>agreement with the customer and according to the rules of our business (normally 10 years).</p> <p>Personal data collected via e.g. cookies are saved as stated in our cookie policy [kwick.io/cookie-policy].</p>
<p><i>Management of the relationship with customers, suppliers, and cooperation partners</i></p>	<ul style="list-style-type: none"> • Identity and contact details • Profile details • Communication • Other information 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in managing the relationship with customers, suppliers and cooperation partners.</p> <p><i>Performance of a contract, 6.1(b)</i></p> <p>If an agreement on our services has been concluded for a sole proprietorship, the processing takes place in order to perform the agreement with the owner of the sole proprietorship.</p> <p><i>Compliance with a legal obligation, 6.1(c)</i></p> <p>The processing is necessary to comply with our legal obligations under, among other things, the Swedish Bookkeeping Act (1999:1978).</p>	<p>Personal data are stored for this purpose as long as there is an active relationship and for a period of 10 years thereafter to pursue our legitimate interest in handling and responding to any legal claims. The relationship is considered active if you have had contact with us in the last 12 months.</p> <p>Personal data required for bookkeeping purposes are stored for 7 years from the end of the calendar year in which the relevant financial year ended.</p>
<p><i>Follow-up and evaluation of the relationship with customers, suppliers</i></p>	<ul style="list-style-type: none"> • Identity and contact details • Information about usage and web traffic • Profile details 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in following up and evaluating the relationship with customers,</p>	<p>For this purpose, personal data are not stored longer than necessary but for a maximum period of</p>



<p><i>and cooperation partners</i></p>	<ul style="list-style-type: none"> • Communication • Other information 	<p>suppliers and cooperation partners.</p> <p><i>Consent, 6.1(a)</i></p> <p>You have given your consent to the processing, e.g. collection of data via cookies.</p>	<p>10 years from the time of collection. Reports at an overall level that do not contain personal data and anonymous statistics are saved until further notice or until they are deleted.</p>
<p><i>Follow-up and evaluation of the business and our services</i></p>	<ul style="list-style-type: none"> • Identity and contact details • Information about usage and web traffic • Profile details • Communication • Other information 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in following up and evaluating our business and services.</p> <p><i>Consent, 6.1(a)</i></p> <p>You have given your consent to the processing, e.g. collection of data via cookies.</p>	<p>For this purpose, personal data are not stored longer than necessary but for a maximum period of 10 years from the time of collection. Reports at an overall level that do not contain personal data and anonymous statistics are saved until further notice or until they are deleted.</p>
<p><i>Communicate about us and our business</i></p>	<ul style="list-style-type: none"> • Identity and contact details • Profile details • Communication • Other information 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in communicating about us, our business and our services.</p>	<p>Personal data are stored for this purpose as long as there is an active relationship and then no longer than necessary, but for a maximum period of 12 months thereafter for the same purpose. As a main rule, published personal data in digital channels, e.g. in our feeds on LinkedIn and Facebook, are saved.</p>
<p><i>Communication between employees and external persons</i></p>	<ul style="list-style-type: none"> • Identity and contact details • Profile details • Communication • Other information 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in having employees and external persons communicate, for example during recruitment processes, customer service, marketing or the like.</p>	<p>Personal data are stored for this purpose no longer than necessary but for a maximum of 7 years from the time of the last communication in the same conversation and then for a period</p>



			<p>of 10 years to pursue our legitimate interest in handling and responding to any legal claims.</p> <p>In recruitment processes, the personal data are saved for a period of 2 years after the end of the recruitment, or for as long as you have given consent for the company to keep your information for any new recruitment processes in the future. As a main rule, published personal data in digital channels, e.g. in our feeds on LinkedIn or Facebook, are saved.</p>
<i>Document the business</i>	<ul style="list-style-type: none"> • Image and audio material • Identity and contact details • Profile details • Communication • Other information 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in documenting the business.</p>	As a main rule, personal data are saved for this purpose until further notice.
<i>Detect and prevent misuse of our services</i>	<ul style="list-style-type: none"> • Identity and contact details • Information about usage and web traffic • Other information 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in detecting and preventing misuse of our services.</p>	Personal data are saved for this purpose for as long as your user account is active. The user account is considered active if login has taken place within the last 12 months.
<i>Ensure technical functionality and security</i>	<ul style="list-style-type: none"> • All categories of personal data concerned 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in ensuring the necessary technical functionality and security of our website and in our IT systems.</p>	Personal data are stored for the same period as stated in relation to the respective relevant purpose of the processing. Personal data in logs are retained for troubleshooting for a



			period no longer than necessary but not exceeding 10 years from the time of the log event. Personal data in backup copies are not stored longer than necessary, but for a maximum period of 10 years from the time of backup.
<i>Address and fulfil legal requirements</i>	<ul style="list-style-type: none">• Categories of personal data concerned that are necessary in the individual case to comply with the relevant legal requirement	<i>Legitimate interest, 6.1(f)</i> The processing is necessary to pursue our legitimate interest in handling and responding to legal claims.	Personal data are stored for the same period as stated in relation to the respective relevant purpose of the processing, as well as in the individual case for the period necessary to handle the legal claim in question.
<i>Compliance with legal obligations</i>	<ul style="list-style-type: none">• Categories of personal data concerned that are necessary to comply with the respective legal obligation	<i>Compliance with a legal obligation, 6.1(c)</i> The processing is necessary to comply with our legal obligations, for example under the Swedish Bookkeeping Act or GDPR.	Personal data are saved for the period necessary for us to be able to comply with the respective legal obligation that we have and for a period of 10 years thereafter in order to pursue our legitimate interest in handling and responding to legal claims, and for the period thereafter that is necessary for the handling of the current legal claim.

Sharing of personal data;

This section includes detailed information about the categories of personal data that we share with different categories of recipients, the purpose of sharing such data and the legal basis upon which we rely.

<i>Recipients</i>	<i>Purpose</i>	<i>Personal data</i>	<i>Legal basis</i>
<i>Customers</i>	Performance of agreements with the customer, communication and handling and responding to legal claims.	<ul style="list-style-type: none"> • All categories of personal data concerned 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in providing our services.</p> <p><i>Performance of a contract, 6.1(b)</i></p> <p>If an agreement on our services has been concluded for a sole proprietorship, the processing takes place in order to perform the agreement with the owner of the sole proprietorship.</p>
<i>Service providers</i>	Communication between employees and external persons, use of services for the purpose of operating the business and providing LEI services.	<ul style="list-style-type: none"> • Relevant categories of personal data that are necessary in relation to the service provided by the respective provider. 	<p><i>Legitimate interest, 6.1(f)</i></p> <p>The processing is necessary to pursue our legitimate interest in managing the relationship with our suppliers, operating our business and providing our LEI services to customers.</p> <p><i>Performance of a contract, 6.1(b)</i></p> <p>If an agreement on our services has been concluded for a sole proprietorship, the processing takes place in order to perform the agreement with the owner of the sole proprietorship.</p>



<i>Government agencies such as the courts, the Swedish Tax Agency (Skatteverket) or the Swedish Police Authority, arbitration boards and external advisors</i>	When there is a legal obligation or in the event of suspicion of a crime and to handle and respond to legal claims on your own behalf (establishment, exercise or defence)	<ul style="list-style-type: none">• Relevant categories of personal data that are necessary in each individual case.	<i>Compliance with a legal obligation, 6.1(c)</i> The processing is necessary to fulfil our legal obligations. <i>Legitimate interest, 6.1(f)</i> The processing is necessary to pursue our legitimate interest in being able to handle and respond to legal claims on our own behalf.
<i>Own companies</i>	To achieve our business objectives and to market our services.	<ul style="list-style-type: none">• Relevant categories of personal data that are necessary in each individual case.	<i>Legitimate interest, 6.1(f)</i> The processing is necessary to pursue our legitimate interest in developing our companies' respective business activities.
<i>Auditors, external advisors, authorities</i>	Compliance with legal obligations.	<ul style="list-style-type: none">• Only those categories of personal data that are necessary to comply with the respective legal obligation.	<i>Compliance with a legal obligation, 6.1(c)</i> The processing is necessary for us to comply with our legal obligations.
<i>External persons</i>	Communication between employees and external persons	<ul style="list-style-type: none">• Identity and contact details• Profile details• Communication	<i>Legitimate interest, 6.1(f)</i> The processing is necessary to pursue our legitimate interest in employees and external persons communicating.