

INFORMATION ON THE PROCESSING OF PERSONAL DATA

We process personal data about you when you inquire about a premises with us, when you become our tenant, when you visit our website, apply for a job with us or interact with us in other ways. Nyfosa is concerned about your privacy and the protection of the personal data we process about you. All processing of personal data takes place in accordance with the Personal Data Protection Act and other applicable data protection legislation. This privacy notice for personal data (the "**Privacy Notice**") states how we collect, process, and share your personal data. Your privacy is important to us, and we therefore want you to read further in this Privacy Notice to find out more. Personal data is all sorts of information that can be linked to you as a person, such as name, address, contact information such as telephone number and e-mail address.

DATA CONTROLLER

Nyfosa AB, org.nr. 559131-0833, Box 4044, 131 04 Nacka ("**Nyfosa**" or "**we**") is the data controller for the processing of your personal data that we handle ourselves or third-party company does on our behalf according to this Privacy Notice. In cases where you (such as when you lease premises from us) come into contact with one of Nyfosa's subsidiaries, Nyfosa and the subsidiary are jointly responsible for the processing of personal data. The subsidiary and Nyfosa have entered into an agreement regarding joint personal data responsibility, which states that each party must ensure that applicable data protection legislation is complied with and that appropriate security measures are taken.

REGISTRATION OF INTEREST OR LOOKING FOR PREMISES

When you register an interest or are looking for a premises, we collect and process your personal data such as name, social security number, contact information and interest object / queue. The processing is necessary to safeguard our legitimate interest in being able to administer your application or place in the queue. The legal basis for the treatment is a balance of interests. We receive the personal data directly from you or from a housing broker. The information is retained if your interest is currently registered, or you are in line. If you withdraw your registration of interest or request that we delete your placement in the queue, we will delete your personal data.

OFFERED PREMISES

We need to process more information about you when you are offered a premises with us. For example, we need information from you about your finances, about your employment and how you managed previous rental payments. We will not be able to enter into a rental agreement with you without your personal data. The processing also means that we will request a credit report, collect information from debt collection companies and the Swedish Enforcement Agency and in some cases, we would need verification of employment other types of verification and even information from reference persons you provide for us.

We store your personal data as long as it is relevant and current for the rental process or until an agreement with you has been entered into. We do not save credit information, information from debt collection companies and Swedish authorities that we have received to approve you as a tenant.

DURING AND AFTER THE RENTAL AGREEMENT

The landlord (as defined in the lease agreement) and Nyfosa process personal data about you as a tenant in order to fulfill their obligations as a landlord and to take, everyday measures that are necessary for the business. We will not be able to fulfill our obligations in the lease agreement with you without your personal information. The information that the landlord and Nyfosa process for the purposes are primarily name, social security number, address, e-mail and telephone number and in case you as a tenant use electronic keys, the information may also include information about your access to joint spaces in the property. The personal data may also consist of certain information that may be obtained from public registers. The legal grounds for the processing of personal data are above all that the processing is necessary for the fulfillment of the obligations as a landlord both under the lease agreement and according to legal obligations incumbent for Nyfosa. Some less common and standardized processing of personal data is also based on the landlord's and Nyfosa's legitimate interest in being able to conduct their business in an efficient and secure manner, such as being able to provide electronic key systems to the tenant. However, this only happens in situations where this interest outweighs the tenant's interests or fundamental rights and freedoms. The landlord and Nyfosa may share the personal information with authorities and the third parties Nyfosa uses to achieve these purposes.

We may also process your personal data when it is necessary to safeguard a legal claim. We may need to do this if, for example, there are disturbances in the premises, late or non-payment of rent or damage to the premises. The legal basis is our legitimate interest. We also process your personal data in order to fulfill our legal obligations as a landlord and contracting party, for example with regard to accounting.

The landlord and Nyfosa will process the personal data for as long as the tenancy applies and will, 24 months after you as tenant left the rented object, provided that the landlord and Nyfosa are not obliged to continue processing, the personal data is deleted. Information about you that is in our accounting material, for example regarding payments, we will save for seven years including the current year. In some cases, when the personal data is no longer necessary for the purposes, the processing ends earlier. When the processing ends, delete the personal data.

SALE OF REAL ESTATE

In the event of a sale of the property or the landlord where you rent premises or in some cases also previously have rented premises, personal data may be processed and transferred from or to the selling or buying companies. The processing of data is necessary for the selling or buying and for Nyfosa's legitimate interests, to be able carry out the transaction. The legal basis is balancing of interests. The information is saved for up to one year after the transaction is completed.

CONTACT INFORMATION

For those of you who visit and communicate with us on our website and social media platforms, use networks on our premises or contact us by e-mail or telephone, we process your information to offer you a better experience and process your request as needed. The communication takes place directly on the website, on the social media platform or by e-mail and telephone. Personal data that can be processed is your username, which can also be your full name, e-mail address, information about the device used, telephone number, IP address, location information and contact information and other information you provide in your contact with us. The processing is necessary for our legitimate interest in offering you a better experience or to process your request as needed. Information on social media is thinned annually and deleted within 30 days of a certain comment no longer being considered

relevant. When you visit our website, we save your IP address for 24 months. Other information is thinned within six months at the latest.

SUBSCRIBE TO PRESS RELEASES

For those of you who have registered your interest in our press releases, we will process your personal data to send such press releases to you. The information we process for this purpose is name and e-mail address. This treatment is based on the consent you give when you sign up for the press releases. You have the right to revoke your consent at any time by clicking on "unregister" in the press release or contact us at info@nyfosa.se. The personal data is stored as long as you consent to the processing.

APPLY FOR A JOB WITH US

When you apply for a job with us, we will process your personal data. Personal data that can be processed is name, social security number, address, e-mail address, telephone number, education, work experience and other information you provide in your application. The processing is necessary for our legitimate interest in administering and processing your application. The legal basis is a balance of interests. We save your personal information for up to two years from the completion of the recruitment procedure.

WHEN YOU OR THE COMPANY YOU REPRESENT ENTER INTO AN AGREEMENT WITH US

If you enter into agreements such as supplier or cooperation agreements with us, we process your personal data to enter into and fulfill the agreement with you. Personal data that is processed can be name, contact information and position. We collect personal data from you. If you do not provide your personal data, we will not be able to enter into or fulfill the agreement. We may also receive personal information from third parties, such as authorities or publicly available sources. If you act as a contact person for, or represent, a company that enters into an agreement with us, the legal basis of our processing of your personal data above is instead a balance of interests. The processing is necessary to safeguard our and the company's legitimate interests in being able to enter into and fulfill the agreement with the company you represent. We may also process personal data in order to fulfill the legal obligations incumbent on us under applicable laws regarding accounting, taxation and money laundering. We store your personal information for the time they are necessary for the applicable contractual relationship. In order to fulfill our legal obligations incumbent on us under applicable laws such as accounting, personal data may in some cases be stored for up to ten years after the termination of the contractual relationship.

WHO THE PERSONAL DATA MAY BE SHARED WITH

We may use a processor to process your personal data. This could be, for example, a contractor who is going to repair something in your premises, a company that provides broadband or electricity or a company that manages our IT systems. Some partners and suppliers may have part of their operations in countries outside the EU / EEA (a so-called third country). Transmission takes place only to those countries which, according to the European Commission, have an adequate level of protection or if the supplier has a legally binding and enforceable instrument that guarantees the security of the data. We also disclose your personal information to authorities when it follows from law or government decision.

Please note that this Privacy policy does not apply when we disclose your personal data to actors who act as controllers.

YOUR RIGHTS

You have the right to receive information on request about which personal data we process about you and request a copy (register extract) and correct or supplement your personal data. In certain circumstances you also have the right to have your personal data deleted, to object and request a restriction of the processing and to have your personal data transferred to another personal data controller (data portability).

In addition, you have the right to submit a complaint to the Swedish Authority for Privacy Protection, which can be contacted via dso@imy.se or 08-657 61 00.

Contact us at info@nyfosa.se if you want to exercise any of your rights.

You also have the right to register a complaint about how we process your personal data to the Privacy Protection Authority. For more information on how to proceed see www.imy.se.

CONTACT DETAILS

You may contact us for questions concerning our personal data processing at:

Nyfosa AB
Box 4044
131 04 Nacka
info@nyfosa.se

CHANGES TO PRIVACY POLICY

We may from time to time make changes to this Privacy Notice. The latest version of the Privacy Notice is always available on our website.