

## Management of personal data by the Iris group

### The Iris Group is committed to protecting your privacy

It is important for us that we handle your information in a secure and responsible manner and that we follow current legislation. To this end, the Iris Group has drawn up guidelines for how we handle personal data and work with digital services. You can be confident that your personal data will be processed securely and that we will prevent unauthorised access and unauthorised use of personal data. Our security procedures are constantly improving in line with technological developments.

### Contact details

The Iris Group consists of Iris Hadar AB, AB Iriskraften and Medlearn AB, with Iris Hadar AB as the parent company. You can reach us at 010-761 00 40 or send an e-mail to [info@irisgruppen.se](mailto:info@irisgruppen.se).

### Controller of personal data

Unless stated otherwise, the company within the Iris Group whose service you use shares the role of controller together with Iris Hadar AB.

Iris Hadar AB, CRN 556396-0789

MedLearn AB, CRN 556468-6821

AB Iriskraften, CRN 559336-2436

## What information we process and why

### For those on a training course or programme

We need to process your personal data for you to benefit from your training course or programme with the Iris Group.

In particular, the personal data we need is information such as your name, address, phone number, e-mail address, personal identification number, attendance, assignments, assessments, grades, study plans and other documentation included in the description of the programme.

The purpose is to give you, the participant, access to different IT systems, produce documentation on the training course or programme you do with us, and to report to your employer or the authority that is the principal for your training course/programme.

### For those applying for job vacancies

**We will save your personal data to process your application and keep you posted about future job opportunities. This could be in the form of contact information, age, education, employment history, CV, qualifications and other information that you have given us. Assessments/notes are also made during the selection procedure in the recruitment process.**

### For those who have a contact with us

When you contact us or register your interest in one of our training courses, we need to process your data. In particular, the personal data we process is information such as your name, address, phone

number, e-mail address and information on the training course or programme in which you are interested. The purpose is to answer any questions you may have and provide you with information in the form of letters, e-mails or text messages. We use personal data to analyse and understand market trends in order to develop and improve our products and services. We also keep a register of contacts at companies and organisations with which we cooperate.

## Information on social media and websites

Prior to publication of personal data on our websites ([iris.se](https://iris.se), [medlearn.se](https://medlearn.se), [iriskraft.se](https://iriskraft.se), [irisgruppen.se](https://irisgruppen.se), [irisyh.se](https://irisyh.se)) and on our social media channels (Facebook, Instagram, LinkedIn) we take into account individuals' privacy and obtain their consent. This could be information such as names, photographs, titles, variations in ability or the course or programme in which the person is involved. Exceptions may be made in certain cases, e.g. when public figures such as politicians visit our organisations. Under our terms of use, we can remove posts or comments containing information that violates people's privacy in our social media channels. Personal data will not be available in our digital channels unless it is necessary with regard to the purpose. Our communications department continuously assesses what should be removed from social media channels, and at least once a year on websites.

## Legal grounds

The Iris Group always processes your personal data in accordance with the applicable legislation. We process your personal data when such processing is necessary in order to perform a task of general interest, to make an agreement with you or respond to your request for customer service, and when we have a legitimate and justified interest in processing your personal data.

In addition, the Iris Group is obliged as regards its educational activities to comply with the Education Act and the statutes arising from it in certain cases. The Iris Group is also obliged to comply with the Act on Higher Vocational Education and other statutes in that area. Examples include accounting obligations under the Accounting Act, reporting obligations to the Client, CSN, the Social Insurance Agency etc.

We also process some personal data on behalf of our principals, such as local authorities and Arbetsförmedlingen, in compliance with the data processing agreements entered into with these parties. This generally involves basic personal data related to student administration and the processing is based on Article 6, Section 1b of the General Data Protection Regulation.

## Transfer of personal data to third countries

During the use of cloud services by suppliers, personal data may be transferred to a third country, i.e. a country outside the EU/EEA. Such transfer will only take place on the condition that there is a decision by the European Commission on the existence of an adequate level of protection in the third country concerned, that appropriate protection measures have been taken or that there is special permission from the supervisory authority.

## Removal of personal data

Your personal data is not stored for longer than is necessary to meet the purposes of the processing. We normally remove personal data 9 months after the end of the training course if there is no legal requirement to keep it for longer. Regarding our recruitment service, personal data is kept until you remove them, or for a maximum of two years unless you have expressed any other wishes. In other cases, personal data is removed one year after the relationship ceases, unless otherwise specified in conjunction with registration or consent.

## Your rights

Once per calendar year and free of charge, you have the right to request a register extract of personal data processed about you and to correct any inaccurate data in our systems. You also have the right

to complain to the Swedish Data Inspection Authority if you believe that your personal data has been wrongfully processed. For contact information please refer to [www.datainspektionen.se](http://www.datainspektionen.se).

If you wish to be sent a register extract, correct or delete your personal data or withdraw consent, please contact our data protection officer with a written, signed application. Send it to <mailto:dataskyddombudet@irisgruppen.se> or Iris Hadar AB, Att: Amanda Rokvic, Lövhölmssvägen 18, 117 43 Stockholm