

Privacy Policy

General

Unite 2 Learn complies with the requirements of the General Data Protection Regulation, GDPR. We respect your integrity and therefore we are open with what data we collect, and why. In our privacy policy below we describe what information we collect, what they are used for, how you can maintain control over your information and how you can contact us.

Unite 2 Learn is the data controller as described below, and we are responsible for ensuring that the processing of data is in accordance with applicable legislation. You can always contact us if you have any questions. You'll find the contact information under the category "contact us".

Collection of personal data

Unite 2 Learn primarily receives personal information directly from you, these can be, for example, name, postal address, telephone number, e-mail address, birth date, account number and personal identification number. In some cases we may receive your personal information from others, and in our first contact with you we inform you where we got it from.

Unite 2 Learn registers personal data:

- a) when you donate a gift or buy a product via our website, Swish, text message, or through another channel.
- b) when you register as a member of Unite 2 Learn.
- c) when you contact us via e-mail, mail, phone, our website or social media.
- d) when you register as a monthly donor via direct debit.
- e) when you register as a subscriber of our newsletter.
- f) when you enter your email address or phone number on our website.
- g) when you register as a volunteer for Unite 2 Learn.
- h) when you register on a participant list during our events or activities.
- i) when you sign up for an event organised by Unite 2 Learn.
- j) when you give your information to a representative from Unite 2 Learn for example at an event.
- k) when you visit our website, provided you allow cookies in your browser. For more info see cookies.
- l) when you open an e-mail from us or click on a link in an e-mail from us, for example your IP address.
- m) if you are a candidate or elected representative in our association.
- n) during employment and / or internship.

How we use collected data

Unite 2 Learn handles personal data mainly for the purposes listed below, as well as for any additional purposes specified at the time of collection.

Donor service and member service

- a) To be able to receive and register donations and contributions.
- b) To register and manage memberships.

- c) To enable good donor service – such as managing your inquiries, correcting incorrect information or sending information you have requested, such as newsletters.

Marketing and communication of information

- a) To inform about our work and our operations.
- b) To thank for received donations and to inform you on how the funds collected are put to use.
- c) To increase revenue by asking for new or additional donations.
- d) To increase revenue through questions about starting direct debit or raising the current autogiro amount.
- e) To complete orders for goods and gift certificates.
- f) To be able to administer donor profiles, and to carry out analyses and market surveys.
- g) To develop statistical data on our donors' donor behaviour and donor patterns - this is done at an aggregated level without identifying individuals.
- h) To analyse your user behaviour in our digital channels – for example, website, newsletter, social media –, and to deliver, develop and improve our communication and your user experience on platforms we provide.
- i) To disseminate important information, such as changes to our terms and policies.
- j) For volunteers to be able to work for Unite 2 Learn and carry out assignments and activities.
- k) For members to receive the information that concerns them.

Administration

- a) When emailing one of our employees and / or trustees or one of our official addresses, your information is used to maintain contact with you. The same applies when we have emailed you.
- b) When you call any of our employees, your information is used to maintain contact with you.
- c) When you participate in our activities, your information can be used to carry out the activities, for example orders.
- d) If you are in contact with us in your professional role or are otherwise involved in our activities, your information may appear in minutes, notes, invoices, etc.
- e) If you apply for employment or an internship, we process your personal data to assess whether you are the right candidate we are looking for, and to keep in touch with you.
- f) When you are employed with us, your information is used for personnel administration, payroll administration and IT, among others.
- g) In our financial administration and follow-up, personal data may appear on invoices, in verifications, voting documents and investigations, but also in communication with interested parties.
- h) In our corporate monitoring documentation, personal data is included in internal reporting systems, in reports and accounts.

Information that can be disclosed

We may disclose information to companies that process data on our behalf so that we can provide you with good service and carry out and develop our business, all in a cost-effective way so that as much as possible of the collected funds can go to the intended purpose of the program. When the information is disclosed, it may be in regard to distribution, analysis, payment service, event execution or other services that maintain and apply our terms of use and

delivery terms. However, in all handling of personal data, high security and confidentiality are always observed.

About cookies

We use cookies on our website and in our web shop. A cookie is a small text file that is stored on your computer. It contains information that help the web shop identify and follow users. There are two types of cookies: session cookies and cookies that are permanently stored on your computer. We use session cookies, which are cookies that are assigned to your browser during your first visit to the web shop. Session cookies are unique and are used to avoid confusing you with other users. In order to be able to use the web shop, you should allow cookies in your browser. This type of cookie is only used to provide you with a better experience and support, and does not store any personal information about you. Cookies can be deleted. In our web shop, cookies are used to keep track of your shopping cart as well as the pages you have visited to provide you with a better customer experience and support.

Links to other websites

In the event that our website contains links to a third party website or to material published by third parties, these links are for informational purposes only. Since Unite 2 Learn has no control over the content of these sites or the material, we are not responsible for its content. Unite 2 Learn is also not liable for damages or losses that might arise when following these links.

Legal basis and storage and retention of personal data

By submitting personal data to Unite 2 Learn, information about you and your possible donation is recorded and stored, and processed for specified purposes. As a legal basis for personal data processing, Unite 2 Learn will refer to fulfilment of contracts, legitimate interest, legal obligation and consent. If Unite 2 Learn uses legitimate interest as a basis, it will only be done for the purposes stated in this policy. Please note that you can withdraw your consent at any time by contacting us. Please find the contact information under the category "contact us".

The processing of personal data takes place in accordance with current legislation, which means that personal data are not kept for a longer period than is necessary with regard to the purposes of the processing. Unite 2 Learn will save your personal data as long as they are up to date or necessary for the purposes for which they were collected, for example, if you are a member or donor. If your personal data is stored in our donor register, it can be saved up to 3 years after you last communicated with us – for example when you made a donation. Some information may be retained longer due to other legislation, such as the Bookkeeping Act.

Your rights

You have rights to your personal data, and you have the opportunity to influence the information we have about you and what is stored. Unite 2 Learn will, on its own or the donor's initiative, correct information that is found to be incorrect. You can at any time request that your data be deleted or that their use be limited by contacting us. You may obtain information about which personal data we have registered about you by requesting a registry extract from Unite 2 Learn in writing. You can unsubscribe from digital newsletters and more by clicking on "Unsubscribe from this mailing" in the current e-mail, and you can also contact us if you do not want us to reach out to you via physical letters and phone calls, for example. However, we may contact

you with information regarding changed or updated conditions, as well as information about contracts. Please find the contact information under the category "contact us". If you believe that your information is being processed incorrectly, you are welcome to contact us, or you can contact the Swedish Data Protection Authority (www.datainspektionen.se).

Contact us

You are always welcome to contact us if you have any questions.

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This privacy policy applies from 2018-05-25