



How Tecnita AB handles your personal information

Who we are:

We are Anna Rovelli Olofsson and Björn Olofsson, the owners of Tecnita AB (company organisation number 556313-9079). We want to take care of the personal information we receive from our clients, colleagues, and suppliers in the best possible way, and prevent it from getting into the wrong hands. In this document we describe what kinds of information we handle, why we do so, and what we do with that information. You can always reach us in our rôle as manager for the personal information we handle, by writing to us at this address: Tecnita AB, Barometergatan 13, 723 50 Västerås; or by emailing us at info@tecnita.se.

1. Personal information that we handle as part of the administration of the company

If you have given us your contact details so that we can perform an assignment for you, or so that you can perform an assignment for us, we save them to enable us to stay in touch during the assignment and afterwards. Normally we only save the contact details in our email program. After the assignment is complete, we use your bank details to invoice you, or pay you as a supplier. All such financial transactions are saved in our accounting system, and must be kept for at least 7 years, according to Swedish accounting law. Currently this information is stored in digital form in our computers and backup systems, and in paper form either in our office or by our accountants.

We have no other database of clients or suppliers, and we do not forward your information to any third party unless we and you have formally agreed that we may do so.

2. Person information in emails

In our email program we save all our company correspondence, so that we can give you the best possible service next time we are in touch. We store all the information you have sent us by email, for example your email address, and the contact information in your email signature. We also store agreements concerning assignments, questions about terms and other information



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related to assignments, etc., which normally does not contain personal information. If you send us sensitive information that you would like us to erase once the assignment has been completed, we would like you to let us know about it.

3. Personal information that appears in work documents (documents that we translate or review according to client agreements)

Sometimes personal information such as names, and occasionally contact details, can appear in the texts we receive from you for translation or review. There could, for example, be contact details in press releases and the names of those interviewed for articles (for the company intranet, etc.). We store all source texts and translations on our computers - and in some cases on Dropbox - to use as a reference in future translations.

The texts are also stored as fragments (sentence by sentence) in a translation database that we use for consistency in future translations. In principle we keep one translation database per client, and these are not shared, except with subcontractors who are working with the same client. When a client explicitly stops doing business with Tecnita AB, we erase the database, unless agreed otherwise.

What are the legal grounds for our handling of personal information?

Regarding points 1 and 2 above, the legal grounds for our handling of personal information are that it enables us to fulfil the agreement that we enter into when you buy a service from Tecnita AB.

Regarding point 3 above, the legal grounds for our handling of personal information are that it is necessary for ends concerning our legitimate interests. This means that we consider our interest in using previous translations as a reference, to be able to achieve consistency in our translations, outweighs the privacy violation that may occur due to our handling of personal information. This assessment has been made in consideration of the fact that the amount of personal information that appears in work documents is very small; that it is not of a sensitive nature; that it has previously or will be published by the client that ordered the translation; and that it is not shared outside the very limited circle of people involved in the translation.

Your rights to managing your personal information

You have the right to ask us to show you, make changes in, or erase the information we have saved about you. Simply email us and we will make the required adjustments as soon as possible, and in any case no later than within a month of receiving your request.

If you have any other questions concerning how we handle your personal information, please contact us. This document was updated on October 30th, 2018, and will be reviewed as and when necessary.



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