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BESKRIVNING	Bevaka och omhändertata säkerhetskrav			

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Personal data at KSU – GDPR

1. Introduction

Nuclear Training and Safety Centre, referred to below as KSU, processes personal data with the purpose of fulfilling our tasks, namely, to run high-class training and provide other services to our customers.

Processing of personal data done by KSU will only take place as part of our undertaking, which entails that KSU will always process personal data with the greatest respect for privacy.

The KSU company and organisation processes personal data for employees, course participants, consultants and contractors who work for KSU.

2. Guidelines for processing personal data

The principles applied by KSU, methods for managing and storing information and your rights are described below. Our principles never restrict the rights that apply according to the Data Protection Regulation or any other legally binding provision.

2.1. Legal

KSU processes personal data with a focus on the rights of the individual. Collection of personal data primarily occurs for employees with the support of the employment agreement and our obligation to comply with laws, regulations and collective bargaining agreements. Collection of personal data by our customers and commissioners occurs with regard to the personal information you submitted to them in conjunction with your employment, by which you consented to the transfer of the data to KSU.

2.2. For the purpose of the task

Personal data is only collected for specific, legal purposes and is only used for the purpose for which they were collected.

The personal data we normally collect are:

BESKRIVNING

- Contact information such as name, address, phone number and e-mail address. Your personal identity number is processed to ensure your identity.
- Personal data required for your employment or for seeking employment with us.
- Personal data collected for the purpose of attending one of our training programmes/courses or other service provided by us.
- Information regarding training results and other information regarding training through KSU.

2.3. Data minimisation

Collection is only made of relevant personal data that is needed for the specific purpose for which it is processed.

2.4. Correct

Personal data that is collected must be correct, and where possible, updated. The collected personal data is based on the data you submit when you register. Depending on the personal data processing in question, the personal data you submit may be reviewed to ensure your identity.

2.5. Storage minimisation

KSU does not store your personal data for longer than needed to fulfil the purpose for which the personal data was collected, or as required by statutory retention periods.

- For employees of KSU, we process and store your personal data for as long as needed to administrate the employment relationship, after which, we delete it.
- If you are participating in job-specific training required by the regulatory agency (SSM), we will process and store your personal data as required by law.
- If you have registered an account for one of our online services, your personal data will be deleted when you unregister or when the service is terminated.

2.6. Confidentiality

KSU implements technical and organisational safety measures to protect your personal data against loss and against any form of unauthorised access. The measures aim to achieve a suitable security level with respect to the risk of processing.

This entails that only authorised persons gain access to your data, that the data is encrypted, that it is stored in protected IT environments and that a security backup is made of the data.

BESKRIVNING

Bevaka och omhänderta säkerhetskrav

2.7. Transparent

You are entitled to review the personal data we process on you. You are also entitled to have incorrect data corrected or deleted, such as for a name or address change.

2.8. Contact

Nuclear Training and Safety Centre (KSU), corporate identity number 556167-1784, is the data controller. For questions regarding your personal data, contact KSU via ServiceDesk@ksu.se