

# Mybenefit's handling of personal data – administrators

## Who is registered?

Mybenefit processes information about you if you are **the person with contractual responsibility or the contact person** at a company or organisation that has signed an agreement with a Mybenefit Service Provider, and also if you are **the person with contractual responsibility or the contact person** at a Benefits or Service Provider which, under an agreement with a Mybenefit Service Provider, has signed an agreement on the offering of benefits that are provided via Mybenefit.

## What personal data is processed, and what is it used for?

The Service Provider is the personal data controller for personal data pertaining to persons responsible for agreements and contact persons at Benefits and Service Providers, Client Companies, and other vendors to the Mybenefit Service Provider.

The Service Provider conducts this processing based on a consideration of the purposes of legitimate interests (Article 6.1f GDPR).

The Mybenefit Service Provider processes, in its capacity as personal data controller, data about persons responsible for agreements or contact persons, such as their name, position, contact information and in certain cases a contact history to be able to contact the right person with information about questions concerning delivery and operation of Mybenefit.

The Mybenefit Service Provider and its external vendors may need to use all data that exists in the service to troubleshoot or for their administration. Only the persons who need the data to be able to perform their work gain access to your personal data.

## What are your rights under the General Data Protection Regulation?

You have the right to request that your personal data be rectified or erased. Your rights include the following:

### Information about and access to your data

You have the right to receive confirmation that we or a benefits or service provider process your personal data and in such case, information about this processing. You also have the right to a register extract that shows your personal data.

### Rectification or erasure

You have the right to request that inaccurate data be rectified. You also have the right to add relevant data that is missing. Further, you have the right to request that your personal data be erased. Every such request will be reviewed, and erasure will be done if possible.

### Review processing

You have the right, under certain conditions, to request that the processing of your personal data be restricted. Every such request will be reviewed, and if possible such restriction will be conducted.

### Object to processing

You have the right, under certain conditions, to object to the processing of your personal data. The processing must in such case cease unless there are compelling legitimate grounds for the processing that override your interests, rights and freedoms or if your data is needed to establish, exercise or defend legal claims.

### Data portability

You have the right to request that personal data that has been processed in a structured, commonly used and machine-readable format be transmitted to another personal data controller (data portability). The right to data portability requires that the relevant personal data is processed on the basis of consent (Article 6.1a) or of a contract (Article 6.1b).

### Automated decision-making

Your personal data will not be subject to automated decision-making or profiling.

## Other

Mybenefit uses data centres located in Sweden.

## Who are the persons responsible for agreements or the contact persons?

The persons responsible for agreements are those who, on behalf of the client, benefits provider or offering provider sign agreements with the Mybenefit Service Provider. Contact persons are persons that the Mybenefit Service Provider must interact with in order for the provision of services to work. Examples of contact persons are IT staff who assist on operational matters, integrations and other technical matters. Other contact persons consist of persons who support persons responsible for agreements in their work.

## How long is your personal data stored?

Data about persons responsible for agreements and contact persons is stored as long as the person holds the role or function at a client company or at a benefits or service provider.

## Who is the recipient of the data?

Personal data may be shared with IT providers, Max Matthessen AB and benefit providers.

Who should I contact for questions about the processing of my personal data?

Contact: Mybenefit, Be My Compensation Management AB, corporate identity number: 556963-9262, Box 3205, Lästmakargatan 22, SE-114 89 Stockholm, or via the internet at: <https://mybenefit.se/kontakt>.