

The processing of personal data by the Swedish Energy Agency

You can find out here what is meant by personal data, how the Swedish Energy Agency processes personal data, and which rights you have.

Regulation

Rules on the processing of personal data are contained in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) and in the act (2018: 218) with additional provisions to the EU data protection regulation.

The purpose of these regulations is to protect people against the violation of their personal integrity during processing of their personal data.

What is personal data?

Personal data is all kinds of information that can directly or indirectly refer to a living natural person. This means that if registered data directly or indirectly shows which individual is being referred to, this is personal data. Examples of personal data may be name, address and personal identity number, and also a picture or a registration number in a particular case.

Processing personal data

The processing of personal data means in principle everything that can be done with the data. This may, for instance, be the collection, registration, storage, merging or printing of data.

Your rights

The Swedish Energy Agency is responsible for the processing of personal data carried out as part of the Agency's activities. Personal data held by the Agency is processed for different purposes depending on the activity for which the processing is required. Usually, personal data in the form of contact details is required so that the Agency is able to carry out its tasks.

You have the right to request information and access to personal data that relates to you and has been submitted for processing. If you would like to request such information contact the data protection officer.

You can also request that incorrect data relating to you is corrected, that data is deleted, or that the processing of your data is restricted. In certain cases you may also have the right to object to the Swedish Energy Agency's processing of your personal data.

Complaints

If you feel that the Swedish Energy Agency's processing of your personal data is in breach of the General Data Protection Regulation, you can submit a complaint to the Swedish Data Protection Authority.

Legal grounds and purpose for processing the data

In order that the Swedish Energy Agency may process personal data, there must be legal grounds and a purpose for such processing. Personal data may be processed for particular, expressly stated and justifiable purposes. This means that the Agency must already know which legal grounds exist and must also determine the purpose for processing the personal data before the start of processing. The personal data processed by the Agency shall be adequate and relevant in relation to the purpose of its processing.

As a rule the Swedish Energy Agency may not save personal data for longer than necessary with regard to the purpose of processing. Provisions on how long personal data is stored are usually determined on the basis of the provisions stated in the Archives Act.

Orders and applications

Personal data (name, address and email) submitted in connection with a subscription to a publication such as a newsletter is saved for only as long as the period of the subscription.

Personal data (name, address, telephone number and email) submitted in connection with an order for information material from our ordering service is saved for only as long as your account is active.

Personal data (name, address, telephone number and email) submitted in connection with an application for a course of study or a conference is saved for only as long as it is required for administration purposes; that is to say, for the sending out of course material and evaluation surveys. In those cases where we take payment for courses and conferences, the invoice documentation is saved in accordance with accounting regulations.

Instructions for the processing of personal data

The Swedish Energy Agency has instructions on how to process personal data on behalf of the Agency. Those who process data on behalf of the Agency can be individuals such as employees and contractors. The instructions should also be issued by the Agency to a third party who may in certain cases be engaged by the Agency to process personal data.

You will find further information on the processing of personal data on the Swedish Data Protection Authority's website.

Security measures

The Swedish Energy Agency shall take appropriate technical and organisational measures to protect the personal data being processed. The measures shall ensure a level of security that is appropriate in relation to the following:

- the level of sensitivity of the personal data being processed
- the particular risks that exist in connection with processing the personal data
- the cost of implementing the measures
- which technical possibilities exist

Social media

The Swedish Energy Agency uses social media both to disseminate information and to engage in dialogue with our target groups. Because the Swedish Energy Agency is a government authority, the contributions and comments published in the social media are made public information.

Comments and contributions of a shocking or offensive nature are removed with immediate effect. Contact the Swedish Energy Agency if you wish to report content of a shocking or offensive nature.

Contact

Statens energimyndighet

Box 310

631 04 Eskilstuna

e-post: registrator@energimyndigheten.se