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# Introduction

At Green Cargo, we want to protect your personal privacy as a customer and we want you to have confidence in our processing of your personal data. We at Green Cargo will never sell your personal data to another company. This privacy policy explains how we process your personal data in relation to our business relationship. It also describes your rights and how you can contact our data protection organization.

## Target group

The document’s target group is customers of Green Cargo.

## Amendment note

|  |  |
| --- | --- |
| **Version** | **Amendment description** |
| 1 | New document |
| 2 | New chapter on legal basis and minor adjustments made in the document |

# Summary

Not applicable in this document

# What is personal data?

Personal data comprise all information that can be directly or indirectly connected with a living individual. Examples of personal data that can be connected with an individual include:

* Name, address, personal identity number
* Photo
* Sound recordings
* IP numbers, Cookies
* Registration numbers
* GPS

Direct personal data are primarily name and personal identity number, information that is easy to understand as being personal data. Indirect personal data is something that is not directly connected to an individual, such as a customer number.

#  What is sensitive personal data?

The General Data Protection Regulation distinguishes between ordinary personal data and sensitive personal data. According to the **association**, it is prohibited to process such data, but there are exceptions from the prohibition. Examples of sensitive personal data:

* Health data (for example, allergies)
* Data on religious views
* Data on philosophical views
* Data on political opinions
* Data on sexual orientation
* Data on ethnicity
* Personal identity number
* Processing of biometric data
* Processing of geometric data

Green Cargo handles no sensitive personal data regarding you as a customer.

# What is the processing of personal data?

All forms of handling of personal data constitute processing, regardless of whether this is conducted in an automated manner or not. Examples of processing are collection (for agreements, your contact data), registration (registration of your contact data in our IT systems), storage, processing, amendment, reading, use, dissemination or provision in another manner, adjustment, restriction, erasure or destruction.

# Who is responsible for the collection of personal data?

The personal data controller for processing your personal data pursuant to this policy is Green Cargo AB, Corporate Registration Number 556119-6436, domiciled at Kraftvärmegatan, SE-694 32 Hallsberg,

Sweden.

# From where do we collect personal data about you?

Green Cargo processes personal data provided by you in conjunction with the signing of agreements. Examples of personal data about you that we collect are name, e-mail address, telephone number.

Green Cargo may collect personal data on you from third parties, such as from other customers. And from credit ratings companies to collect information on the company’s credit worthiness.

# Which parties might we share your personal data with?

Personal data may be shared with service providers, business partners and other recipients, see list below.

## Our service providers and business partners

We share your personal data with our suppliers and business partners if this is necessary to fulfil the purposes set out below (see section 9).

The companies with which we share your personal data then process the personal data on our behalf and in accordance with our instructions. Accordingly, your personal data can, for example, be shared with companies that provide software, hardware and other IT services, such as IT operation and IT support, in Green Cargo’s IT landscape.

### Other recipients to whom personal data can be sent

When applicable, we share your personal data with recipients who act independently in relation to the services that we provide to you. Accordingly, your personal data could be provided to the following recipients:

|  |  |  |
| --- | --- | --- |
| Recipient | Purpose | Legal basis |
| Payment services provider  | To be able to make payments | Fulfillment of contract |
| Invoice processing provider | To be able to issue invoices from Green Cargo | Legitimate interest |
| Insurance company  | To be able to manage complaints cases | Fulfillment of contract |

# Legal bases

The legal bases for our processing are as follows:

* Consent entails that you as a customer have said yes to your personal data being processed by Green Cargo.
* Completion of agreement means that we at Green Cargo process your personal data to complete the agreement with you.
* Completion of legal obligation means that there are laws and regulations that compel us at Green Cargo to process certain personal data.
* The personal data controller or third party’s legitimate interests entail that we at Green Cargo are permitted to process your personal data in certain cases without consent, since our interests weigh heavier than yours as a customer to be able to provide you with information about our operations.

# Which personal data do we process and why?

To help you understand what personal data we at Green Cargo process, there is a list below of the types of personal data that are processed.

|  |  |  |
| --- | --- | --- |
| Purpose | Personal data are mainly processed for  | The categories of personal data processed include |
| * Requirement for creating an agreement / a business relationship
 | * Creation of agreement
 | * Name
* E-mail address
* Phone number
* Company address
* P.O. Box address
* Fax
* Corporate Registration Number
 |
| Legal basis: The processing is necessary to fulfil the agreement in order to create a business relationship with you. |
| Storage period: To enable us to fulfil the agreement with you, we will save the personal data for the duration of the agreement. |

|  |  |  |
| --- | --- | --- |
| Purpose | Personal data are mainly processed for  | The categories of personal data processed include |
| * To be able to book freight
 | * Booking documentation for freight
* Order confirmations
 | * Name
* E-mail address
* Customer number
 |
| Legal basis: The processing is necessary to fulfil the agreement  |
| Storage period: To enable us to fulfil the agreement with you, we will save the personal data for the duration of the agreement. |

|  |  |  |
| --- | --- | --- |
| Purpose | Personal data are mainly processed for  | The categories of personal data processed include |
| * To be able to manage complaints
 | * Claims relating to damages to freight
 | * Name
* E-mail address
* Phone number
* Reference number
 |
| Legal basis: The processing is necessary to fulfil the agreement with you |
| Storage period: To enable us to fulfil the agreement with you, we will save the personal data for the duration of the agreement. |

|  |  |  |
| --- | --- | --- |
| Purpose | Personal data are mainly processed for  | The categories of personal data processed include |
| * The opportunity to subscribe to our media room
 | * To enable subscription to news, press releases, blogs, photos and videos, etc.
* Publication of press releases
 | * Name
* E-mail address
* Photo
 |
| Legal basis: Processing is necessary to meet our legitimate interests to be able to provide you with information about our operations and have a positive business relationship with you. |
| Storage period: To meet our legitimate interests to be able to provide you with information about our operations and have a positive business relationship with you, the personal data will be saved for the duration of the agreement.  |

# How long do we save your personal data?

We save your personal data as long as they are required to meet any of the purposes set out in section 9. Although the personal data are no longer needed for one purpose, the data may be needed to meet another purpose.

# How do we save your personal data?

Green Cargo implements technical and organizational security measures to protect your personal data so that they cannot be manipulated, end up in the wrong hands or be lost, and that erasure is conducted in a controlled manner and only in cases where erasure is permitted.

# Where are your personal data processed?

Green Cargo’s objective is to always process your personal data within the EU/EEA. The personal data that is contained in the IT systems that we use may be shared with IT service providers that are located outside the EU/EES. For example, we may use an IT provider which has some of its employees and sub-suppliers stationed outside the EU/ESS.

# Your personal rights

As a customer of Green Cargo, you are entitled to exercise a number of rights relating to our processing of your personal data and these rights are described below.

## Right to information and access

If you want to have insight into how Green Cargo processes your personal data, you are entitled to request information on the personal data processed regarding you. You are also entitled to know our purposes, categories of personal data, categories of recipients of personal data, how long we save the data and the criteria for how the storage periods are established, information regarding where the data are collected and the occurrence of automated decision-making, including information on the underlying logic and significance of the processing. This is also the case if the personal data are conveyed to a third country.

## Right to erasure (‘right to be forgotten’)

You are entitled to request erasure of personal data that we process if:

* the personal data are no longer necessary for the purpose for which they were collected or for processing
* the consent on which the processing is based is recalled and if there is no other legal basis for the processing
* you object to a balance of legitimate interests made by us and there is no legitimate interest for us that carries more weight
* the personal data have been processed unlawfully
* the personal data must be erased to meet a legal obligation by which we are bound

Remember that we may have the right to deny your request for erasure if there are legal obligations that prevent us from erasing certain personal data. These obligations derive from accounting and tax legislation, but it may also be that we must meet a legal obligation by which we are bound.

## Right to rectification

You are always entitled to request that your personal data be rectified if they are incorrect. In addition, you are also entitled to supplement any personal data that are incomplete for the purpose.

## Data portability

You are entitled to have your personal data exported to a data file and to transfer these to another personal data controller if technically possible. In cases in which your personal data are based on consent or fulfilment of agreement.

## Right to restriction of processing

You are entitled to request restriction of your personal data if:

* you challenge the correctness of the personal data, during a time that gives Green Cargo the possibility to check that the personal data are correct
* the processing is unlawful and you oppose the erasure of your personal data and instead request restriction of their use
* that we at Green Cargo no longer require your personal data for the purpose of processing, but you need the personal data to be able to establish, enforce or defend legal claims
* you have objected to a legitimate interest that we have provided for a purpose

If processing has been restricted for any of the situations listed above, we may only, apart from the storage itself, process data to establish, enforce or defend legal claims, to protect the rights of other persons or if you have provided consent.

## Right to object

You are entitled to object to personal data that we process regarding you if the processing is based on legitimate interests. To enable us at Green Cargo to continue to process your personal data following such an objection, we need to be able to demonstrate a compulsory legal reason for the specific processing that weighs heavier than your interests, rights or freedoms. We may otherwise only process data to establish, enforce or defend legal claims.

## Complaint to supervisory authority

The Swedish Authority for Privacy Protection is the supervisory authority, which means it is responsible for monitoring the application of the law. If you believe that Green Cargo has failed in its handling of your personal data, you are entitled to lodge a complaint with the Swedish Authority for Privacy Protection.

# How to contact us

If you have questions regarding our processing of your personal data or if you want to exercise any of your rights relating to the handling of your personal data, you are welcome to contact our data protection coordinator at dataskydd@greencargo.com.

The form for register extracts can be found on our website under Data protection. Requests for register extracts are to be submitted to dataskydd@greencargo.com. If a request is repetitious in nature, we may charge an administrative fee for the provision of the information.

Anyone requesting a register extract also provides their consent to us saving information on the request, name, personal identity number and the e-mail address from which the request was received, in a register of extracts that is deleted after 12 months following receipt of the request.

# Amendments to the privacy policy

Green Cargo may update or amend the privacy policy and you should visit this website regularly to access the most recent version.

# Terms

|  |  |
| --- | --- |
| Terms | Explanation |
| Legal bases  | Consent |
|  | Fulfilment of agreement |
|  | Performance of legal obligations |
|  | Personal data controller’s or third party’s legitimate interests  |

# References

<https://www.datainspektionen.se/>

<https://www.datainspektionen.se/dataskyddsreformen/>