

Personal data processing policy

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This policy is published in Swedish and English. In the event of any differences between the English version and the Swedish original, the Swedish version shall prevail.

Introduction and purpose

This policy sets out the basic principles applicable to the processing of data subjects' personal data in Avanza's processes and systems. Avanza processes personal data both in its capacity as a personal data controller and in its capacity as a personal data processor.

The purpose of these rules is to ensure that Avanza has appropriate security protection for the personal data which it manages and that personal privacy is respected by the company.

Definitions

All the definitions below are derived from 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.

Personal data

Any information relating to an identified or identifiable natural person, where an identifiable natural person is a person who can be identified, directly or indirectly, in particular by reference to as an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Special categories of personal data

Any information concerning trade union membership, data concerning health or data concerning a natural person's sex life or sexual orientation, genetic data and biometric data that uniquely identifies a person.

Personal data controller

The company that determines the purposes and means of the processing of personal data. In the Avanza Group, every company is a personal data controller for its operations.

Personal data processor

A natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

Data subject

A data subject is the natural person whose personal data is processed by the Avanza company that is the personal data controller for the processing. In Avanza's case, this is normally a customer, insured, beneficiary, employee or consultant who is a natural person. It can also refer to natural persons who are not customers of Avanza, but who have a legal or business relationship associated with a specific holding. Examples include an assignee, proxy, guardian or other types of agent.

Processing

Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage,

adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Principles for processing personal data

Introduction

All processing of personal data must meet the basic principles set out below. Every company within the Avanza Group must be able to show that the principles are being followed with respect to the processing that the company is responsible for.

Legality, accuracy and openness

Personal data shall be processed in a legal, accurate and open way in relation to the data subject. There must be a legal basis for processing. The legal basis may vary depending on the purpose for which the processing is done.

Purpose limitation

Personal data shall only be collected for specified, explicit and legitimate purposes. This means that Avanza must be clearly aware of the purposes before beginning to collect personal data. The personal data may not later be processed in a way that is inconsistent with these purposes.

Data minimisation

Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. Avanza shall not collect personal data for indeterminate future needs, regardless of whether such storage has a business value.

Accuracy

Personal data shall be accurate and updated. Avanza shall take measures to ensure that inaccurate personal data are erased or corrected without unnecessary delay.

Storage minimisation

Personal data may not be stored in any form which allows the data subject to be identified for longer than is necessary for the purposes for which the personal data were processed. When the personal data are no longer needed for the purposes, they shall be erased or anonymised. To ensure that personal data are not stored for longer than necessary, Avanza shall introduce specific deadlines and routines for deletion and anonymisation.

Integrity and confidentiality

Personal data shall be protected against unauthorised or unlawful processing and against accidental loss, destruction or damage due to errors. Avanza shall therefore ensure that appropriate technical and organisational measures are taken to protect personal data.

Liability

Avanza is responsible for ensuring that the principles on personal data processing are followed and must be able to demonstrate the ways in which the principles are followed. Avanza must therefore ensure that appropriate technical and organisational measures are taken to protect personal data.

General on processing personal data

Transfer of personal data to third countries or international organisations

Specific rules apply to the transfer of personal data to countries outside the EU and EES (so-called third country transfers). The CEO shall ensure that internal rules are in place which specify the requirements to transfer personal data to a third country.

Reporting a data breach to the Swedish Authority for Privacy Protection

In the event of a data breach, e.g. a breach of security or an unintentional loss of personal data, it must in certain cases be reported to the Swedish Authority for Privacy Protection. Avanza may also have to inform customers and employees who are affected by the breach of any of its possible consequences. The CEO shall ensure that internal rules are in place to manage data breaches.

Register

Avanza shall maintain a register of its processing of personal data. Upon request and in a supervisory process, Avanza must make the register available to the Swedish Authority for Privacy Protection. The CEO shall ensure that internal rules are in place on the register of processed personal data.

The data subject's rights

Persons whose personal data are processed by Avanza have a number of rights, including that data subjects may obtain information on when and how their personal data are processed and have control their own data. Consequently, they have the right in certain cases to have their data corrected, erased or limited in use. They may also obtain or transfer their data. The CEO shall ensure that internal rules are in place on Avanza's management of data subjects' rights.

Roles and responsibilities

Personal data controller

Every legal entity within the Avanza Group is the personal data controller for the processing of personal data for which the legal unit decides the purposes. Employees may only process personal data according to the stipulations of Avanza's internal rules.

A legal entity within the Avanza Group may also seek the services of another legal unit, within or outside the Avanza Group, to perform the actual processing of all or part of the personal data on behalf of Avanza. Even if Avanza seeks the services of a processor to perform personal data processing, the legal unit in question within Avanza remains the personal data controller.

Personal data processor

General

Normally, third party providers or other external contractual parties are personal data processors for companies within Avanza, within the framework of the outsourced activity or purchased service, which have contracted the external party to process personal data on Avanza's behalf. A processor relationship can also arise between Group companies as a result of insourcing of services.

Processor contract and instructions

If Avanza seeks the services of an external company to process personal data (on e.g. customers or employees) on Avanza's behalf, a specific personal data processor contract is required to govern this processing. Each procurement manager or contract manager is responsible for ensuring that a processor contract is prepared. Avanza shall only contract personal data processors which can be expected to meet the requirements of existing legislation.

Monitoring and control

The contract manager shall monitor and control the personal data processor based on the requirements set out in the contract. The monitoring and control shall be risk-based. A similar obligation rests with the procurement manager of the business in the case of internal processor relationships. The CEO shall ensure that internal rules are in place for monitoring and control of purchased and outsourced services for personal data processing.

Data Protection Officer (DPO)

The CEO shall appoint a special Data Protection Officer (DPO) for Avanza Bank AB (publ) and Försäkringsaktiebolaget Avanza Pension, who shall verify compliance with applicable rules on the processing of personal data. The DPO shall also be a contact for the supervisory authority and the data subjects. The DPO shall have an independent role in relation to the management. The CEO shall ensure that internal rules are in place which specify the DPO's areas of responsibility.

Other units and functions

A large number of units and functions within Avanza shall contribute to the work of ensuring that the processing of personal data within the business is appropriate. The CEO shall ensure that internal rules are in place which specify each unit's or function's areas of responsibility.

Cooperation with the supervisory authority

Avanza's DPO is responsible for direct contact with the Swedish Authority for Privacy Protection should questions arise or supervisory actions be taken against Avanza Bank AB (publ) or Försäkringsaktiebolaget Avanza Pension. If an action is taken against other Group companies, with the exception of associates, the responsible party in the company in question shall inform Avanza's DPO.