

# Personal data processing policy

October 2022

*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 definitions below shall be 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, or according to the Swedish Authority for Privacy Protection's description.

### 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.

### Sensitive personal data

Some personal data is considered especially worth protecting. It may require additional security measures to process and represents a greater risk for the data subject. One example of sensitive personal data is a personal ID number, which is considered sensitive and thereby worthy of special protection.

### Special categories of personal data

Any information concerning political views, ethnic background, religious or philosophical beliefs, trade union membership, health data, sex life or sexual orientation, genetic 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 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.

**Personal data incident**

A personal data incident is an intentional or unintentional security incident which leads to the unintentional or illegal destruction, loss or revision of personal data. It can also lead to the unauthorised disclosure of or unauthorised access to personal data.

## 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 manner in relation to the data subject. Personal data processing becomes legal by Avanza identifying a legal basis for processing the personal data.

The data subject whose personal data is processed shall be given clear information on how the processing is done.

As a rule, sensitive personal data may not be processed. If the processing of sensitive personal data is necessary for specific purposes, it may only be carried out with the support of existing exemptions. Sensitive personal data shall be processed to a limited extent.

## **Limitation of purpose**

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 purpose for which it is 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 is 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 is processed. When the personal data is no longer needed for the purposes, it shall be erased or anonymised.

## **Privacy 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.

Avanza shall have established processes and routines to identify, manage, investigate, document and report personal data incidents if there is a risk or high risk for the data subject.

## **Transfer and sharing of personal data with third parties, third countries or international organisations**

The transfer and sharing of personal data outside the EU and the European Economic Area (EEA) is permitted only under the conditions described in the GDPR.

## **Rights of the data subject**

Individuals whose personal data is processed by Avanza have a number of rights that entail among other things that the data subject shall receive information on when and how their personal data is processed and have access to their personal data. These rights also include the right, in certain cases, to have their data corrected, erased or limited in its use, as well as the opportunity to transfer their data.

## **Register**

Avanza shall maintain a register of its processing of personal data. Upon request and for supervision purposes, Avanza must make the register available to the Swedish Authority for Privacy Protection.

## 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.

## Roles and responsibilities

### Personal data controller

Each 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. 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

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.

### CEO

The CEO is ultimately responsible for compliance with external and internal regulations on data protection. The CEO shall ensure that there are instructions for the fundamental principles and clarify the delegation of responsibilities within Avanza.

### 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.

The DPO shall at least one a year inform the Board of Directors on the compliance with applicable regulations on the processing of personal data based on completed reviews, and inform about priority activities within the area.

### Corporate responsibility

Employees, contractors, consultants or other parties that process personal data on behalf of Avanza may only process personal data according to the terms delineated in Avanza's internal rules.

Units and functions within Avanza shall contribute to the work done to ensure that the processing of personal data within the company follow the fundamental principles.

## 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.