

Privacy Policy TimeApp

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Definition of parties and responsibilities for processing of your personal information.

P&K TimeApp AB, 556460-3669, Torpvägen 12, 641 34 Katrineholm, are program suppliers of the web-based business system TimeApp, hereafter called the Service. P&K TimeApp AB are the Personal Data Processors for processing of your personal data in the Service, in your capacity of Personal Data Controller, and has the responsibility for the organisational and technical security measure required to fulfil its obligations.

The Personal Data Controller for the processing of user's data in the Service is the Customer, who is the registered company at P&K TimeApp AB, which can be a company, privately-owned company or other legal entities.

For those who are users and have login details to the Service hereafter called the User. In the Service there is a main User, a representative for the Customer in the Service, responsible for registering users, assigning rights and giving instructions to P&K TimeApp AB regarding processing of data, including personal data in the Service.

P&K TimeApp AB are Personal Data Controller for the processing of personal data which you, as Personal Data Controller share, when:

- You create a demo account in the Service
- You order the Service
- You get login details and become a user of the Service
- You use TimeApp's app for IOS and Android
- You register for one of our courses
- You have a query and/or contact us
- You visit our homepage and accept cookies

When you order the Service on our homepage, a free-of-charge seven (7) day demo-account is created. After this demo-period you need to subscribe to the Service for continued usage. Current subscription options can be viewed after login to the Service on your browser, and choosing Buy TimeApp in the main menu. If you do not subscribe, the demo-account will de-activated and, after a twelve (12) month period, be deleted.

What personal data do we process about you?

The personal data we process varies on which type of company you have. Company data can be personal data for the customer in the case the customer is a private company. On subscription to the Service, as Personal Data Controller, we take your contact details and your company details. All users have registered contact details and log-in details to enable

usage of the Service. The Customer is Personal Data Controller for users within the company.

When you use the Service, pictures may be uploaded into the Service which will be processed by us. We lift this point as personal data is not only textual but also all possible information that can be traced to a person as personal data. From images and files to documents and drawings can be classified as personal data.

With booking web-demonstrations we need contact details and company details for participants.

When you contact us with a query or other matter the amount and type of personal data varies depending on what form of communication is used. Personal data categories are often contact details, company details as well as the query/matter as unstructured material, which may contain the personal details you have chosen to share with us.

A detailed list of which personal details occur within the different categories, on what occasion and on what legal ground the processing is based on, is available in Appendix 1 – Personal data that is processed.

Why do we process your personal data?

P&K TimeApp AB collect this personal data about you as a user and customer in order to provide the Service, fulfil obligations to the Customer according to the Terms, as well as to give you the User the best possible experience of both the Service and our homepage. It is necessary: to identify you, administer your account, for statistical purposes and for direct marketing in the form of email. You can easily unsubscribe these email by following the link at the bottom of the mail.

The personal data collected on subscription is necessary to handle the order, invoicing and sending in-log details to you. All the personal data of the user is necessary to enable access to the Service, for using the Service, to create a record for you as a Customer, to identify as well as know which users and customers use the Service.

When using our app in iOS and Android you approve P&K TimeApp's access to your cell phone camera, photos and when appropriate the cell phones GPS functions to enable upload and process of your pictures in the Service, e.g. to register receipts or upload of pictures to TimeBook. The GPS function is used to register your current position in the mileage log and punch clock with GPS/Personal logbook. The GPS function can be easily turned off in the settings for the App or in the settings for the device.

When you contact us through one of P&K TimeApp AB's communication channels your personal data is used in order to assist you, enable contact and contribute to improve our service by saving information for recurring queries.

By visiting P&K TimeApp AB's homepage you give cookie consent, as you can read below, for processing your information.

Who do we share personal data with?

When using some programs or functions in programs your personal data may be shared with sub-contractors both inside and outside EU/EES. A complete overview regarding receiver and location for processing of personal data in the Service is available in sub-annex 2 to the main Terms of Service for TimeApp.

Sub-contractors have corresponding obligations regarding processing of personal data which you as a Customer have agreed with us, as shown in Personal Data Processor Agreement. In administration of web demonstrations and when you contact us sub-contractors are used, the sub-contractor and their location of processing is available in sub-annex 2.

All data storage regarding the Service is done in Sweden. The information you save in the Service stays within the borders of the EU. P&K TimeApp AB have a contract with an American company who provide support services for e-mail and support, we hold a Personal Data Processor Agreement with them and they are connected to the framework Privacy Shield. General Data Protection Regulation (GDPR) bans the transfer of personal data to a third country (country outside EU/EES). However, there is an exception to the ban, e.g. those registered in the Privacy Shield Framework.

How long do we save your personal data?

P&K TimeApp AB save personal data about you as a customer for as long as you are a customer or it is necessary to achieve the purposes described in this Policy. At the termination of the Terms of Service the data will be deleted after twelve (12) months, alternatively anonymized within a reasonable time after termination, unless Swedish or EU legislation, court or authority decree otherwise.

Your data can be saved based on a balance of interest for security or economic reasons. The length of time your personal data as user is saved depends on the purpose of collection. Data in the Service delete the main user, but in the case where there is no technical function for deletion your main user needs to contact us.

Data collected when you contact us is saved for as long as you are a Customer so we can fulfil our obligation. At termination we can save data based on a balance of interest as evidence in case of problems.

What rights do you have?

When registered with P&K TimeApp AB you have multiple rights you should know about. You are entitled to request a personal, annual, free-of-charge registry, for legitimate reasons,

over which data is registered. You are, in some cases, entitled to data portability of personal data.

You are entitled to have your personal data corrected if incorrect, incomplete or misleading and the right to limit processing of personal data until they are changed.

You are entitled to be hidden, but deletion of personal data cannot be carried out if required for fulfilling the Terms of Service or if Swedish or EU legislation, court or government decision decree otherwise, and whether it is based on balance of interests. Should you find there are no legitimate reasons or that the balance of interest is incorrect, you are entitled to object the processing.

You are also entitled to withdraw a consent, register a complaint about the processing to the Swedish Data Protection Authority (Integritetsskyddsmyndigheten), oppose automatic decision making, profiling and object to direct marketing.

To the main user who represents the Customer in relation to P&K TimeApp AB, contact us with queries about processing of personal data. The TimeApp User who does not represent the Customer in relation to P&K TimeApp AB, contact your company management with queries about processing of your personal data.

Information about Cookies

When you visit our homepage you should know we use cookies. To enable use of the Service you must accept cookies. A cookie is a small file that is saved on your computer for identity recognition. According to law since 25 July, 2003, all websites who use cookies must advise.

There are two different types of cookies used by different websites. One cookie which saves information over a longer period of time, and another which saves information for as long as the browser is open. P&K TimeApp AB use the latter type which is removed when you close the browser window.

If you do not want to accept cookies in general, inactivate this in the browser settings. If you wish to remove cookies which have been set on your computer or device from other web pages, this is often done in connection with clearing your browser history.

For more information

If you have queries about this Policy and the processing of your personal data, want to delete or change incorrect information please contact us by using the details on our homepage, also by chat or the interactive support available in the Service.