



Processing of personal data for letting of accommodation

As of 25 May 2018, new rules about the processing of personal data have been implemented in Sweden and the rest of Europe. The rules can be found in or originate from an EU-regulation which is commonly called the data protection regulation or GDPR (*General Data Protection Regulation*). The purpose of the data protection regulation is to give private individuals more control of their personal data through clearer information from those who process the data, a strong right to gain insight into the data which is processed and the possibility to have information corrected or deleted.

Personal data is all kind of information that can be linked to you as a person. Examples of personal data include name, email address, phone number, apartment number, etc. We process your personal data when you join our housing queue, when you are offered to sign a rental agreement, during the time you are a tenant with us and even for a period after your tenancy has ended.

With this text, we at Uppsala Akademiförvaltning (Uppsala University Foundations Management of Estates and Funds) aim to inform you how we process your personal data. You do not need to act on this information, it is provided to make sure that you know where to turn if you should have any questions about the way we process your personal data.

Contents of the integrity policy

When you register in our queue	2
When you are offered a rental agreement	3
During the tenancy	3
When the tenancy ends	5
Your rights	6
Contact details for the personal data controller	6



When you register in our queue

When you are registered in the queue of Uppsala Akademiförvaltning, the aim of processing your data is to administrate your application, e.g. by providing you the possibility to submit your notice of interest for specific rental apartments, garage spaces or parking spaces and by extension to allow us to offer you the opportunity to sign a rental agreement.

According to the data protection legislation, there must be a legal basis for personal data to be processed. The basis for processing your personal data in the queue originates in your aim at obtaining a rental agreement by registering in the queue. The processing of your data is necessary for the measures that are required in order to enter into a rental agreement, i.e. partaking in our queue. Another basis is the justified interest of Uppsala Akademiförvaltning in processing your data to administrate the letting of apartments after you have registered in the queue.

During the period you are registered in our queue, we collect and process data about your name, personal ID number, address, mobile number, email address and, if applicable, whether you are employed at Uppsala University. The data will be retained for as long as you are actively queueing. If you have not logged in for 24 months, you will be removed from the queue due to inactivity. If you are in our student accommodation queue, you must log in within six months to remain in the queue. If you drop out of the queue due to inactivity, your data is saved in a log to allow us to see what has happened and ensure that you have not lost your queueing time due to any technical errors or irregularities. The legal basis for this processing is the justified interest in being able to ensure that the queue function is correct. The data in the queue log will be deleted after two years. If you do not wish to remain in the queueing system or the queue log, you can at any time request that we clear and delete your personal data which we will then do without delay.



When you are offered a rental agreement

Before we offer you to sign a rental agreement, we may need to process more data about you than the data you provided when you registered for the queue. We will need, for example, information about your finances, your employment and how you managed previous tenancies and rental payments. We will request a credit-report, obtain information from collection agencies, the Swedish Enforcement Authority and review employment references, other certificates and information from reference persons you have provided us with. If you are applying for special housing or group housing, we will request a decision from the social welfare board. If you have a trustee or custodian, we will need to process that information. If you are offered student housing, we will also process the admission notification and other certificates confirming that you will be studying during the tenancy.

The basis for the processing of your personal data is the intention to enter into a rental agreement and that the processing of your data is necessary for the measures that are required in order to enter this agreement.

We will save your data for as long as it is relevant and up-to-date. If you are offered to sign a rental agreement, the financial information from credit reports, collection agencies and authorities are not saved as the purpose of the processing is by then already satisfied (you have been approved as a tenant) but we do, however, save information of having carried out this check. Should you be denied housing with us due to earlier mismanagement (for example payment negligence) we will save your data for three months after the refusal.

During the tenancy

When you have an ongoing rental agreement with us, we process your personal data to allow us to meet and administrate our obligations as a Landlord in accordance with the rental agreement we have with you. We process your personal data for example when we manage your rental payments, when we inform you of various housing-related issues or when we fix any faults in your apartment. We are legally required to process some data, such as information about rental payments, according to the accounting act. In some cases, we may also need to process data about you in order to safeguard legal claims. We may need to do this if there are any disruptions in the housing, late or unpaid rental payments or any damage to the apartment. We may need to disclose your personal data to the social welfare board or other concerned authority. We may also need to crosscheck your personal data against public registers and, if applicable, update them so as to ensure that they are correct. If you live in student housing we may check that you are actively studying.



Specific categories of personal data

If any sensitive personal data about you should be stored with us, the reason for this is either that we need the information to safeguard a legal claim or that you have given your consent to us for processing the data. One example is that we may need to save information about home adaptation, which can be *indirect* information about health and thus sensitive information.

Who can access your personal data

Uppsala Akademiförvaltning is the personal data controller. When we commissions someone else to process the data on our behalf, this third party is called personal data processor. The processor handles the data according to instructions from Uppsala Akademiförvaltning and the instructions appear from a specific agreement with the personal data processor. This agreement dictates, among other things, how the personal data may be processed. The data processor can for example, be a contractor who is to repair something in your apartment, a company that provides broadband or electricity, a customer service company, a collection agency or a company that maintains our IT systems. Uppsala Akademiförvaltning also discloses your personal data when such an obligation is required by law or a decision by a public authority. If the data is transmitted to a country outside of the EU, we will ensure that such transmission is legal.

Provision of services and customer care

Uppsala Akademiförvaltning processes your personal data to allow us to provide our services and our service to you. This processing is required for our legitimate interest in developing and improving our operations as well as maintaining good customer contacts with you. Examples can be that we carry out customer surveys with the purpose of examining, developing and improving our service and management of the rental-operations that we send out invitations for various events or send out Christmas gifts.

As a general rule, your personal data is not processed so that other companies can market their products but this may occur in exceptional cases — and then only if the relevant products are of use to you in connection with the tenancy. Such marketing can relate to broadband companies, insurance companies and electricity companies. You can always object to your personal data being processed for marketing purposes.

Deletion of Data

We save your personal data during the time it is relevant and up-to-date. Disturbance reports, for example, are deleted continuously during the rental period and not stored for more than two years unless they form part of an ongoing case of eviction.



When the tenancy ends

We will delete personal data about you when you have moved out of your apartment and we no longer have any remaining claims related to you. Data which we are legally obligated to save will be saved for as long as the relevant legislation requires. One example of such legislation is the accounting act. We are obligated to save data about you that exists in our accounting records (e.g. rental payments) for seven years after the end of the year when the payment was made.



Your rights

Uppsala Akademiförvaltning strives for all the information we process to be correct. In the event that some information proves to be inaccurate, this will be corrected without delay and you also have the right to request correction of any erroneous or outdated information about you.

If you do not want your personal data to be processed for marketing purposes you can notify us of this at any time.

You have the right to gain insight into the data we have registered about you this is done by requesting a so-called register extract which show the personal data we process about you.

You also have the right to request that we limit our processing of your personal data if, for example, you believe they are not correct. In some cases, you also have the right to extract or transfer the personal data you have provided us with, in a structured, commonly used and machine-readable format, to another company (data portability).

If you have any complaints regarding our processing of your personal data you have the right to file a complaint with us and with the Swedish supervisory authority, the Data Inspection Board. You can do this if you believe that we do not process your personal data in accordance with the data protection regulation.

If you request a register extract or if you have any other questions concerning our processing of personal data, please contact us according to the details below.

Contact details for the personal data controller

It is Uppsala Akademiförvaltning KB (with corporate ID number 969647-9212 and postal address Box 121, 751 04 Uppsala) that is the personal data controller for the personal data which we process ourselves or which another company process on our behalf.

If you have any questions, please contact dataskydd@uaf.uu.se, send a letter marked "Dataskydd" to Uppsala Akademiförvaltning, Box 121, 751 04 Uppsala or call our reception on 018-471 75 00.

This policy was last approved on 07/05/2019.