

Information about how your personal data is handled by Skåne Care

The protection of your personal data is important to us!

Skåne Care AB, is a company established and fully owned by Region Skåne with the mandate to handle the Region's international cooperation in healthcare as well as related advisory and training services. Services offered by Skåne Care range from actual medical treatment of international patients to education and training programs for healthcare professionals as well as management advisory services for clinics and hospitals.

All our processing of personal data occurs in accordance with applicable data protection legislation [GDPR](#), which means that we protect your personal information with the necessary measures and that you are always entitled to contact us to inquire about what personal information we have saved about you. This document clarifies the information Skåne Care collects about you and how your personal data is being handled.

1. What personal information do we collect about you and when?

Skåne Care processes personal data that you, either directly or through a sponsor, have agreed to share with us while applying for Skåne Care's services. Skåne Care requires a consent in order to store and process your personal information. You have the right - at any time - to withdraw your consent and get your personal information deleted. Skåne Care may still be required to store certain information about you for legal compliance reasons.

2. Why do we process your personal information?

We may require your personal information for the following reasons:

- To respond to your inquiry and plan the requested service.
- To fulfill an agreement towards you or a sponsor.
- To comply with legal and regulatory obligations.

3. Who can access your personal information?

Your personal information is used by employees in Skåne Care and its service providers who need to access personal data to perform their work. This data is processed in accordance with the General Data Protection Regulation (GDPR). Skåne Care will not disclose personal information to others unless we are legally required to do this.

Skåne Care is public owned and thereby governed by the principle of public access to official documents. This means that certain documents constitute so-called public documents that Skåne Care will provide to whoever is asking upon request. A confidentiality test will be conducted in accordance with to the Swedish Secrecy Act (*Offentlighets- och sekretesslag, SFS 2009:400*) prior to any disclosure.

4. How long do we store your personal data?

We will retain your personal data for as long as is reasonably necessary for the purposes listed in Section 3 of this document. Training program application files are saved up to a total of four (4) years unless a cancellation is made beforehand. For candidates accepted to our training program, application files are saved up to one (1) year after completion or in case of early termination of studies. Medical inquiries are saved up to three (3) years after rejection/ completion of care. Skåne Care will retain your personal data for longer periods of time if required to meet legal, regulatory, tax or accounting requirements. Once there is no legal

obligation to keep your data, Skåne Care will ensure that your personal information is either securely deleted or stored in a way such that it is anonymized.

5. International transfers

Some of our service providers (e.g. IT supplier) who have access to your personal data are located outside the European Union. Skåne Care ensures that your personal data is only transferred to countries which are recognized as providing an adequate level of legal protection in accordance with Article 45 of GDPR- for example, the EU - U.S. Privacy Shield for the protection of personal data transferred to the US. Special categories of data are always managed by service providers located within the European Union.

6. What are your rights?

In summary, you have the right to:

- Request information about what data about you we have stored, what we use it for, who we disclose it to, whether we transfer it abroad and how we protect it, how long we keep it for, how you can make a complaint and where we obtained your data from.
- Rectify inaccurate personal data.
- Restrict your personal data, when the information is not needed to comply with a legal obligation.
- Erase your personal data, but only where it is no longer required for the purposes for which it was collected, when you withdraw your consent (where the data processing was based on consent) and when it is no longer necessary to comply with a legal obligation which Skåne Care is subject to.

7. Contact and complaints

Requests to exercise data subject rights in addition to complaints shall be sent to our Data Protection Officer at roula.nicolas@skanecare.com and we will respond to your inquiry as soon as possible. You have also the right to contact your local supervisory authority for data protection.

Appendix 1

Processing of your personal data

When	Type of data	Storage period	Storage place	The basis on which we use the information
Prior to service delivery	Personal information (name, date of birth, citizenship) and contact details. Health-related information (medical records, X-rays, lab) Education-related information (CV, certificates)	Up to three (3) years for medical care applicants. Four (4) years for training program applicants.	Within EU USA (privacy shield)	Written consent
During and After project/service delivery	Limited personal and contact information included in client agreements, invoices and specification of provided services	Seven (7) years after delivery of service.	Within EU USA (privacy shield)	Accounting law Performance of a contract
	Certificates and training files	One (1) year after completion or in case of early termination of studies	Within EU	Performance of a contract

Appendix 2

Personal data: is information that can be, directly or indirectly, linked to your individual person e.g. name, e-mail address, phone number, postal address, image and date of birth.

Special Categories of Data: means any personal data relating to your health, genetic or biometric data, criminal convictions, sex life, sexual orientation, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership.

Processing of personal data: includes, for example, collection, recording, dissemination, processing and deletion of data.

Data Subject: means an individual whom the personal data is about. It could be an applicant seeking one of Skåne Care's services e.g. medical care, training program.

Service Providers: third parties who provide 'cloud based' IT applications or systems which means that your personal data will be hosted on their servers, but under Skåne Care's control and direction. Other service providers are even accommodation and transportation agencies. We require all our service providers to respect the confidentiality and security of personal data.