POLICY ON INTEGRITY

Approved by: The Board of Afrikagrupperna
Adoption date: June 2024
Responsible: Secretary General

General:
Afrikagrupperna is keen to ensure that you feel secure every time you are in contact with us. We comply with the GDPR (General Data Protection Regulation) which came into effect on 25 May 2018. This means that we respect your integrity and your right to have control of your personal data. Our guiding principles are simple: we are open about which data we collect and why, and we protect your personal data in the best way possible.

In our Integrity Policy we describe which data we collect, for which purpose we collect it, how you can have control over your data and how you can contact us.
The Policy applies in all contexts when you visit our website or are in contact with us in other ways, e.g. via email, phone, post or if you provide us with your details in another way.

Our Policy applies whether you come into contact with us as a donor, member or activist, or are just interested in the work that our organisation does. It also applies to those of you who come into contact with us in your professional role, as an elected representative or as an Afrikagrupperna employee.

Afrikagrupperna (org. no. 8020072446) is the "data controller" as described below, which means we are responsible for ensuring that your data is processed in

compliance with current legislation. We are one organisation, but this responsibility is shared between Afrikagrupperna at central level and our local groups. Some local groups are also legal entities.

Personal data we collect:

Afrikagrupperna primarily receives personal data directly from you. Examples of personal data we collect are your name and contact details, such as your mobile phone number, email address, physical address, account number and personal ID number. Afrikagrupperna may use your personal ID number to update your details from other public registers, such as SPAR, to keep our registers current. We may also obtain your name or supplement your data in other ways based on your mobile phone number.

Afrikagrupperna registers personal data when you:

a) Register as a member.
b) Register as a donor.
c) Make a donation on our website, by SMS, Swish or other channel, and if you make a purchase from our Gift Shop.
d) Enter your email address or mobile phone number on our website.
e) Register for Afrikagrupperna's newsletter.
f) Contact us via email, telephone, our website or on social media.
g) Visit our website, provided that you have approved our cookies. The information collected there may in certain cases constitute personal data, see more under the heading "About cookies."
h) Sign an appeal or petition.
i) Sign a participant list at one of our activities/programmes.
j) Contact us as an elected representative or in connection with employment and/or an internship.

How we use the information we collect (our purposes)

Afrikagrupperna mainly processes personal information for the purposes indicated below and for any additional purposes as indicated at the time we collect the data.

1. Donor service and membership service

Personal data is collected:

a) In order to receive and register donations and memberships.

b) To complete orders for goods and services.

c) To enable us to provide good service when handling your inquiries, to correct inaccurate information or to send information when you request it.

d) For the administration of donations and to conduct analysis and surveys.

We use data to manage our system administration and to produce statistical data about our users' behaviour and patterns. This may take place both at an aggregated level, i.e. without you being identified as an individual, and at a specific level based on the use of your personal data.

2. Conveying information and marketing

Data about donations, membership, city of residence, orders of goods and services, support shown for our work etc. is stored and analysed and forms the basis for offers from us (such as various ways to get involved and show support), information about seminars and for marketing that is both general and targeted.

Personal data is collected:

a) To send you information that we think may be of interest to you via SMS, email or other digital channels, or by post or telephone when you have an active relationship with us.

b) For analysis. By analysing your behaviour on our website and in our social media channels, we can develop, deliver and improve the various methods and channels we offer you to support our work, and how you receive information about Afrikagrupperna's achievements.

c) To improve your user experience on our website by being able to adapt what we present to you on the pages you visit, while also improving user-friendliness.

d) To send important messages to you about changes in terms & conditions and policies.

3. Administration

We process data as needed in order to run our activities and programmes. These are processes that are necessary from an efficiency and/or technical perspective and that are fairly self-evident. This involves, for example, using your personal data in the following ways:

a) When you send an email to one of our employees or to one of our official email addresses, your data is used to maintain contact with you. The same applies when we email you.

b) When you call one of our employees or our main phone number, your data is used to maintain contact with you.

c) When you participate in any of our activities, your data may be used to enable us to take the necessary action, e.g. place an order, for accounting purposes, evaluation etc.

d) If you are in contact with us in your professional capacity or get involved in our activities in another way, your data may appear on records/minutes, memoranda, as a reference on invoices etc.

e) If you apply for a job, we process your data to help us determine if you are the applicant we are looking for and to contact you. This data is deleted after the recruitment process is concluded.

f) When you become an employee, your data is used for HR administration purposes, for payroll and to ensure your physical safety.

g) In our financial administration and control processes, personal data appears on invoices, in verification documents, supporting documents, in reports and other documents, as well as in communication with any relevant parties.

h) In our operational control processes, personal data appears in internal reporting systems, reports and bookkeeping records.

Information that may be disclosed

We share information with companies that process data for us so that we can deliver high quality service and so that we can run and develop our programmes, while achieving the best possible results cost-effectively. This may involve distribution, analysis of fundraising calls, evaluation, payment services, arranging events or providing other services. In cases where we disclose personal data, we establish a data processing agreement between Afrikagrupperna and the third party.

Afrikagrupperna's local groups

Afrikagrupperna at central level provides personal data to the respective contact person within Afrikagrupperna's local groups so that the groups can provide information to the organisation's members in the respective locations. Afrikagrupperna may also request personal data from the local groups for the purpose of keeping our central registers as current as possible.

Afrikagrupperna has overall responsibility for ensuring that personal data is processed correctly and for informing people about how their data is being used in every instance of its use. Each local group has a contact person responsible for managing personal data. Where the local group is a separate legal entity, an agreement is drawn up between Afrikagrupperna and the local group.

About cookies

When you use our website, information is collected via cookies. This is only done if you have given your consent. Information is then stored on your use of the website and which pages you have visited. This could consist of technical information about your device and internet connection, such as your operating system, browser version and IP address. When you visit our website where our services are offered, various techniques can be used to recognise you. This is done so that we can learn more about our users. We may do this directly ourselves or use technology from a third party. If no cookie consent is provided, we may not be able to provide certain services.

Legal basis, storage and deletion of personal data

When you provide us with information, you are giving your consent for Afrikagrupperna to register and store data about you and about the reason you have provided it (e.g. to become a member, make a donation or order materials), and for us to use the personal data we received for the stated purpose.

All data processing must have a legal basis, and our actions are supported by the following:

1) Fulfilment of an agreement – what is required in a purely physical sense to be a donor, member or to purchase something. We use the data for our donor and membership services and for administrative purposes.

2) Legal obligation – e.g. we are required by law to provide data to the Swedish Tax Authority and for our bookkeeping procedures. We use the data for administrative purposes.

3) Legitimate interest – where we can justify the use of your data to help us achieve our goals. We use the data in our donor and membership services, in our marketing and communication, and for administrative purposes.

4) Consent – when you have expressly stated that we may process your data and have understood what that means. We use the data for administrative purposes.

If we cite "legitimate interest" as a basis for using data, it will only be used for the purposes described above. Please note that you may at any time ask for your data to be deleted or to avoid certain information or certain channels.

(See also under the heading "Your rights and options" and "How to contact us.")

Data processing is carried out in compliance with the law, which means that personal data is not stored longer than necessary based on the purpose of processing it. We have internal procedures to guarantee this. Afrikagrupperna will store your data as long as you have an active relationship with us, e.g. you are a member or donor, and for a period of time thereafter depending on the purpose, but no longer than 48 months. From a purely practical standpoint, this means that data is deleted

periodically when it is no longer current or needed for the purpose for which it was collected. Some information may be retained longer to meet the organisation's legal documentation requirements (e.g. bookkeeping) and to document the history of civil society and solidarity organisations.

Your rights and your options

You have rights with respect to your personal data and you have the ability to influence the information about you and what information is saved. You have the right to receive information on how your personal data is being processed now and how it will be processed in the future. This right is met through this Policy and by the clear descriptions provided of Afrikagrupperna's processing documentation and internal procedures.

You may at any time opt out of receiving information from us. If you do not wish to receive information through a certain channel you can click on "Unsubscribe" in the email and/or SMS communication we send to you. If you want to stop all types of communication, you are welcome to contact us for help.

You have the right to receive information on which of your personal data is registered. You can do this by requesting a so-called register extract from Afrikagrupperna. You can also receive a copy of the data as long as this does not negatively impact the rights and freedoms of others.

Afrikagrupperna will on its own initiative or at your request correct any information that is discovered to be inaccurate. You may also at any time contact us to request that your information be deleted or that its use be limited. (See also under the heading "How to contact us.")

You also have the right to oppose data being processed based on a legitimate interest if you have reasons that relate to the specific situation. If we can prove there is a compelling legitimate reason, however, a new decision may give us the right to continue processing your data.

If you think that your rights have not been respected by us, you are welcome to contact Afrikagrupperna or the Swedish Data Protection Authority (www.datainspektionen.se).

How to contact us

For further information on personal data processing or if you have any questions, you are welcome to contact Afrikagrupperna at

post@afrikagrupperna.se

+46 (0)8 442 70 60

You may also contact any of Afrikagrupperna's employees at their direct email address or phone number.