

NFS processing of personal data

This is where you will find information about how NFS processes your personal data with regards to the General Data Protection Regulation, GDPR. We protect your privacy and only collect the data that we need. NFS is the controller when it comes to the processing personal data.

Your privacy and how we manage your personal data is important to NFS. We will manage your personal data in a responsible and cautious way.

What personal data do we process?

We process your personal data in order to be able to carry out NFS's cooperative remit, and in order to communicate with our principals and various target groups in an efficient and appropriate manner, as well as being able to lobby effectively for a competitive and sustainable work life in the Nordic Region. We only collect the data necessary for each respective purpose.

We also process personal data in order to disseminate relevant information and knowledge, to market our work and to manage our activities and events. This can also include the personal data you share when commenting or interacting on our social media platforms. Examples of personal data may include:

- Name
- Postal address
- Email address
- Telephone number
- Your place of work
- Your professional role
- Potential tasks under a shared Nordic mandate or based on the NFS's coordinating remit.

We process the relevant data within the EU/EEA and take reasonable legal, technical and organisational measures to ensure that all data is processed securely and at an appropriate level of protection.

How do we collect personal data?

You give us information about yourself in a number of different ways, for instance when you:

- Are nominated for or volunteer for tasks included in NFS coordinating work
- Send us email
- Request reports, material or information concerning our activities and/or policies
- Join one of the NFS SharePoint groups for coordination
- Register for one of our activities or events
- Get in touch with us in another context or through a different channel
- Write or comment on our website or on our social media pages

We may also get information about you when you use our services or contact us.



Purpose and legal basis

The information collected by NFS is necessary for us to be able to carry out our work and for the services contracted by the NFS. The information is also required for the NFS to communicate with you, manage your consent and how your personal data is processed.

Do we share information with third parties?

NFS can, if necessary, share information with third parties, such as suppliers. The suppliers used are only allowed to process personal data in accordance with the purposes and instructions that NFS has provided with regards to such processing. When personal data is to be processed by a supplier, a so-called Data Processing Agreement is drawn up.

NFS will never sell your personal data to a third party.

How we process your personal data

NFS will only retain your information for as long as necessary for the specific purpose in question. We erase your information when it is no longer relevant.

Email details and NFS SharePoint groups

When you are nominated for or yourself volunteer for NFS coordinating groups and/or NFS SharePoint groups, your data will be stored in a database used for coordination and communication. When your task(s) has/have been concluded, your personal data is erased, with the exception of data contained in official NFS documents such as, for instance, minutes, agreements, accounting documentation, reports and similar documentation.

Email communications to and between representatives of NFS affiliate organisations and Nordic sectoral federations are managed through open/public mailing lists, in order to facilitate internal communications.

Activities and events

When you register for seminars and conferences, your details will be saved in a list used to manage participants. In registering, you consent to us processing your personal data for this purpose. Data is retained for a maximum of 6 months.

If you sign up for an activity and in connection with that submit details regarding allergies/special diet, you consent to NFS processing these details for the purpose of ordering catering services for the activity. NFS will erase this data when the activity has finished.



During NFS activities we photograph, or make video or audio recordings that may contain personal data. This is supported by our assessment of legitimate interest, as we have an interest in documenting and/or marketing our activities in order to disseminate relevant information and knowledge about our areas of work, as well as to be able to carry out effective lobbying work. We strive to adapt our activities so that anybody who would not want to appear in photographs, for instance, is given the possibility of avoiding it. You can inform us if you prefer not to be documented by contacting NFS during the course of the activity and via email to info@nfs.net.

Comments on the NFS website and in social media

NFS reserves the right to erase posts, comments, links and publications that we deem to be offensive or disturbing, that market other activities, or that constitute market-related discrediting, copyright infringement, criminal activity or similar. NFS reserves the right to block users who repeatedly fail to abide by our rules of use.

You may not share sensitive information about others when posting questions and comments on our website or our social media pages. Sensitive information may include trade union membership, sexual orientation, religious affiliation etc. NFS monitors and moderates its social media pages and website continuously.

Requesting documentation, reports and information materials

NFS processes personal data when materials are requested. This processing takes place to manage the order. Data is removed when the order and delivery have been completed.

Social media

The provider of a social media platform bears the primary responsibility for processing the personal data of users. However, NFS is to be considered responsible for certain processing that takes place on NFS pages in social media.

According to the data protection legislation, NFS is the controller for activity that takes place on the organisation's pages of social media platforms. This responsibility covers posts published by NFS, as well as items published on these pages by other users.

NFS is responsible for providing information about the processing of personal data on the NFS pages, for moderating them and for removing any comments in breach of the law.

NFS is responsible for moderation and for ensuring that criminal and offensive comments are not allowed to remain on the organisation's pages. This responsibility is exercised through supervision and moderation of NFS pages in social media, and erasing criminal and offensive content. Any action considered to be in breach of the law will be reported to the police.



As Twitter does not enable control over the posts, tags or comments of other users to our own posts, NFS's responsibilities on this platform are more limited.

For Twitter accounts, NFS only acts as controller for the processing of personal data in its own posts, but not for the posts of others that are tweeted through the account. For posts constituting criminal offences, NFS is only responsible for the posts we ourselves write, and not for those addressed to us or written about us.

Your rights concerning personal data

Right of access

You have the right to obtain confirmation that NFS is processing personal data concerning you, and you can request a copy of the information we hold on you. Such a request should be submitted in writing by email to info@nfs.net. The reply will be sent in writing by post to the postal address stated in your request. This copy is free of charge.

Right to rectification

You have the right to request that NFS rectify inaccurate personal data concerning you, or complete information that is incomplete.

Right to be forgotten

You have the right to request that NFS erase your personal data if the information is no longer necessary in relation to the purposes for which it was collected. There may however be legal requirements that mean that NFS cannot erase your data. Accounting, tax or consumer rights legislation for instance, and deadlines for appeal, may supersede this right.

Right to request processing restrictions

You have the right to request that the processing of your personal data be restricted.

Right to object

You have the right to object to processing based on an assessment of legitimate interest. If NFS cannot demonstrate compelling, justified reasons to continue to process the data, such processing must stop.

Right to data portability

You have the right to so called data portability, i.e. to receive the personal data concerning you that you have provided to NFS, and to have it transmitted to another controller.



Right to submit complaints

You have the right to submit a complaint to the Swedish Authority for Privacy Protection (Integritetsskyddsmyndigheten, IMY) if you believe that NFS's processing of your personal data is in breach of the legal provisions on data protection.

Processing of personal data in connection with job applications

If you apply for a position with NFS, the details you provide in your application will be recorded, such as name, personal registration number ("personnummer"), contact details, your CV and your cover letter. If you progress through the recruitment process, we will also process additional details, such as notes from interviews, details your referees have provided, or in some cases, the results of tests you have undergone.

If you are not employed by the NFS the personal data which has been recorded will be erased two years after the finalisation of the recruitment process for the post, you applied to.

If you are employed by NFS, your application documents will be retained.

Get in touch

If you have any questions concerning privacy and data protection, or if you have questions about whether you appear in our records or wish to be erased from them, please contact us on info@nfs.net.