

Integrity Notice – Microsoft Teams

1. Introduction and contact details

1.1 In this integrity notice, Bonava explains how your personal data is processed when using the Microsoft Teams service (either via web, phone or application). Within the Teams service, it is possible to set up a Team for a specific project, assign tasks to different members within the Team, store documents, conduct meetings and more.

1.2 It is important to us that you feel confident that we treat your personal data with due care and we encourage you to take the time to read this integrity notice carefully.

1.3 Bonava AB (publ) is the data controller and thereby responsible for the processing of your personal data carried out by us or on our behalf. If you have any questions regarding the processing, you are welcome to contact us: Bonava AB (publ), Lindhagensgatan 72, SE-112 18 Stockholm, phone: +46 20-28 28 28, email: dataprotection@bonava.com.

2. What personal data do we process about you?

2.1 Personal data is all information that may be associated to you as an individual, either directly or indirectly (i.e. by way of other information).

2.2 When using the Teams service, your contact details and name will be processed. If you use a picture, or activate the camera function during a meeting, your picture and video will be processed as well. Personal data may also be included in documents that are stored within the Teams service.

2.3 We may, in certain cases and if deemed necessary, record our Teams meetings. In such cases, the contents of the meeting (including video) and chat communication will be processed and stored after the meeting has taken place.

3. For what purposes do we process your personal data?

We use the information listed above for the following purposes:

- Administration (e.g. when storing documents within the service, assigning tasks, etc.);
- Conducting and administrating meetings
- Providing information (e.g. when Teams is used for seminars or other information meetings)
- Keeping a record of what has been agreed on during the meeting, e.g. by way of video recordings and/or storage of chat communication, if deemed

necessary (e.g. in case there is a need of taking urgent decisions and there is no time for keeping minutes of the meeting, or if the meeting has to be prepared afterwards based on the recorded material)

4. When is your personal data erased?

We are keeping your data as long as it is necessary in order to fulfil the purposes set out above, thereafter the data will be erased in accordance with our erasure routine. This means that certain data will be kept for a longer period than other data. As an example, documents stored on a Teams site which are no longer needed may be erased when the Team is removed whereas recordings of meetings or information seminars are stored for a longer period.

5. With what legal basis do we process your personal data?

The processing is based on our legitimate interest which means that we have performed a balancing test of our interest in performing the processing (and our interest is the same as the purposes set out above) and found that our legitimate interest is not overridden by your interests or fundamental rights and freedoms.

As regards recordings, we tend to minimize the recordings to when it is deemed appropriate, e.g. when many (and sometimes urgent) decisions have to be taken during a meeting, such as management meetings or meetings within certain smaller groups. Such meetings are often of internal character and external meetings are only recorded if deemed necessary.

6. To whom do we disclose your personal data?

6.1 The data processed when using the Teams service, may be accessed by Microsoft (which is the provider of the Teams service) and other companies within the Bonava Group (e.g. for administration purposes). The data may also be disclosed and accessed by other external companies that offer services to us (e.g. IT service providers that have access to our IT environment in connection with support or similar). We will also disclose your data to authorities if we have an interest in disclosing the data or if it follows from a legal requirement or administrative decisions.

6.2 The companies that we disclose data to are only allowed to process your data in accordance with our instructions and by way of agreements we ensure a high level of security for your personal data. Should we transfer your data to external companies outside the EU/EEA, we ensure that appropriate security measures have been taken, such as including the EU Commission's standard contractual clauses for data transfers (which are available at the EU Commission's website) in our agreements with the parties accessing personal data.

7. Your rights in connection with our processing

7.1 Pursuant to applicable data protection legislation, you have the following rights in connection with our processing of your personal data:

- Right of access, i.e. a right to obtain information about what personal data we process about you and a copy of the personal data undergoing processing
- Right to rectification, i.e. a right to have incorrect data corrected
- Right to erasure, i.e. a right to have your personal data deleted
- Right to restriction of processing, i.e. a right to request that our processing is restricted, for example if you contest the accuracy of the personal data we are processing
- Right to data portability, i.e. a right to receive personal data in a structured, commonly used and machine-readable format so that you may transmit such data to another controller
- Right to object to our processing of your personal data
- Right to lodge a complaint with a supervisory authority if you consider that our processing does not comply with the applicable data protection legislation

7.2 Some of the rights above are only applicable in certain situations. In case you would like to exercise any of your rights, please contact us via the contact details above.