

# TØI Privacy Statement (GDPR)

It is important to TØI that you have confidence in us and the way we process your personal data. Our privacy statement explains how we collect and utilise personal data.

## What information do we store about you?

We make use of personal data for the following purposes:

- Research
- Processing job applications
- Instigating and following up on dialogues and collaboration
- Sending out newsletters and invitations to events

Depending on what information you provide, how you use our services, and what consent you have given us, this is the information we have about you:

- Contact information such as your name, e-mail address and telephone number
- Information on gender, workplace, and role
- What events organised by TØI you have taken part in
- Information provided by you when contacting one of our employees, for example e-mail correspondence with us
- Information you provide when participating in our research
- Information you provide when applying for a job with us

## Why are we permitted to store this information?

The conditions under which we may store personal data are regulated by the EU General Data Protection Regulation.

In most cases, we have a legitimate interest in storing personal data. We may also store your personal data to comply with our statutory obligations. We may not retain personal data when the interests of the data subject or fundamental rights and freedoms require the protection of personal data, especially when the data subject is a child.

For our research, TØI has chosen the Norwegian Centre for Research Data (NSD) as our Data Protection Officer. You can find more information about the NSD here <https://nsd.no/>. Projects which involve processing personal data are registered at the NSD.

TØI sends out invitations and newsletters to subscribers, business partners and stakeholders. Most of them have themselves asked to receive this information. TØI communicates information about research results and enables the results to be put to use in society through collaboration with users.

We store your name, e-mail address and other contact information so that we may contact you. We also store information about your workplace.

The recipients of newsletters and invitations from TØI have themselves provided us with their personal data. We therefore assume that you are interested in receiving this information from us. We cannot see that our processing of your personal data should have any negative effect on your fundamental rights and freedoms.

Your personal data is well protected, and is not shared outside TØI.

### **Who will have access to my personal data?**

In research projects, only the research team concerned will have access to the personal data that is collected. We have internal security guidelines which define how personal data must be stored, depending on the type of data collected.

If you apply for a job with us, only the HR department and the head of department concerned will have access.

If you are a supplier, the person responsible for purchasing has access to the information.

All employees at TØI have access to our contact database. We do not pass on this information to others.

### **How long do we retain information about you?**

Data is retained for the duration of the project. Any extensions are registered with the NSD.

Job applications are retained for a period of three months after we receive an uninvited application and then the application is deleted.

If you subscribe to a newsletter or receive invitations from us, we retain information about you until you ask us to delete it.

Personal data stored about you as a business partner or stakeholder will be deleted at your request.

You have the right to:

- request access to the information we hold about you
- request correction of inaccurate information
- request deletion of information
- request a restriction on processing
- object to the processing of information
- request that information be transferred to you or to another party
- withdraw any consent to processing
- complain about the processing of personal data to the Norwegian Data Protection Authority (Datatilsynet) (or the corresponding body where the data subject is resident or where the breach of regulations has taken

place). In this case you can also contact [als@toi.no](mailto:als@toi.no).