

John Mattson's Integrity Policy

Lidingö, Sweden, 24 May 2018

1 About the Integrity Policy

John Mattson safeguards your integrity. In this Integrity Policy, we set out the personal data processing that is conducted in John Mattson's operations, including the purposes for which the personal data are processed, which personal data are collected and the measures John Mattson takes to protect the personal data.

This is a general Integrity Policy that applies for John Mattson Fastighetsföretagen AB (556802-2858) and all its subsidiaries ("John Mattson"). Read more about the Group in our Annual Report at www.johnmattson.se

For certain activities and processing, the Integrity Policy may be supplemented by further policies or integrity announcements. In such cases, this general Integrity Policy is to be read in conjunction with the specific policy provided for the specific activity.

2 How John Mattson uses personal data

John Mattson processes and manages personal data in accordance with the General Data Protection Regulation (EU) 2016/679 and other applicable legislation for the protection of personal integrity. "Personal data" refers to the data that can be used to identify a physical, living person. John Mattson Fastighetsföretagen AB is the personal data controller for the processing of personal data that takes place in the Group.

John Mattson processes personal data for the following purposes.

1. To be able to undertake, administer and fulfil obligations contained in leases, including the leasing of parking spaces. For administration relating to and the provision of electronic entry locks and entry phones.
2. To be able to provide service, administer service reports and respond to your questions when you contact our customer service.
3. To be able to administer registrations of interest for any of John Mattson's projects or services.
4. For internal administrative purposes, internal statistics and to develop and improve John Mattson's operations.
5. To provide information about our business through the newsletter, "På gång i husen."
6. To be able to meet our obligations in accordance with the applicable legislation, regulations and decisions by government agencies.

The personal data that are processed for the above purposes may include such data as name, postal address, apartment number, e-mail address, telephone number, personal identity number, car registration number, income information and credit rating.

John Mattson only processes personal data if there is a lawful basis for the processing.

When John Mattson processes personal data to sign up to, administer and fulfil its obligations in accordance with a lease, including parking space rental, the processing is lawful because it occurs to fulfil a contract to which the data subject is party or to take measures at the request of the data subject prior to such a contract being signed. When John Mattson processes personal data to be able to provide service, administer service reports, answer your questions via our customer service or manage registrations of interest, processing is necessary to fulfil our and your legitimate interests in processing the case. In addition, processing is conducted with the support of legitimate interest in the event that John Mattson processes personal data for internal administrative purposes, internal statistics and to develop and improve John Mattson's operations. This includes measures that occur when John Mattson takes action regarding troubleshooting, protection, testing and improvement of systems that John Mattson uses in its operations, as well as surveillance cameras for security purposes.

If you have given your consent to certain processing, such as for receiving John Mattson's newsletter, this consent comprises the legal basis for the processing. This consent can be withdrawn at any time.

When personal data is processed to be able to meet obligations in accordance with applicable legislation, regulations and decisions by government agencies, such as the Swedish Bookkeeping Act (1999:1075), the legal obligation is the legal basis for the processing.

It may occur that the same personal data is processed for several different purposes. Within the framework of its operations, John Mattson may receive the same categories of personal data as above from third parties, for example, from credit reference agencies.

John Mattson stores your personal data only for as long as it is required for processing purposes. Personal data is erased or anonymised when it is no longer relevant for the purpose for which it was collected.

If you subscribe to John Mattson's newsletter, your contact information is stored for this purpose only for as long as you choose to receive the distributed newsletter. Anyone no longer wishing to receive the newsletter can contact John Mattson or use the unsubscribe function that can be found in each distribution.

3 Disclosure of personal data

Within the framework of John Mattson's operations, and to achieve the purpose of the processing as stated above, John Mattson, in accordance with the applicable legislation, may share personal data with other parties with whom John Mattson collaborates. For example, John Mattson may disclose personal data to external service companies and subcontractors, such as electricians, plumbers, etc., for the administration and management of service reports. In addition, the signing and administration of leases entails that personal data can be shared with credit reference agencies.

John Mattson also uses administrative support tools and systems that make it necessary for personal data to be stored or otherwise processed by the supplier of the tool or system. Personal data may also be shared with co-organisers of arrangements and events.

With respect to the above, personal data in John Mattson's operations may be transferred to or stored in countries outside the European Economic Area (EEA). Such a transfer is to be made in accordance with applicable legislation and requires that the country in question has an adequate

level of protection or that there are other adequate protective measures that entail that the transfer is legal.

4 Security

John Mattson employs applicable technical and organisational security measures to protect your personal data from unauthorised access, disclosure, amendment or destruction. This entails that John Mattson applies diverse physical and technical limitations and restrictions in its operations regarding access to personal data, including the use of technical authorisation and access systems, the use of firewalls, virus protection, back-up systems and other network security, the possibility of such security measures as encryption and anonymisation of personal data. If John Mattson employs an external partner to support John Mattson's operations, John Mattson ensures that the party applies the corresponding technical and organisational security measures and only processes personal data in the manner approved by John Mattson.

5 Personal data in connection with social media services

John Mattson uses social media services and currently has social media accounts where it provides information about its operations. John Mattson does not accept contributions or comments that contravene the law, have racist, sexual or violent content, or which contain offensive opinions. Swearing, impolite language or attacks on individuals are not accepted. John Mattson reserves the right to remove posts and comments that are offensive or deemed to be otherwise inappropriate.

We ask you to note that information that you choose to post or disclose using any of the above social media services and John Mattson's accounts, including your user name or any profile image, could be accessible for other website users and the public. John Mattson urges you not to disclose personal information that pertains to private business or the like via these social media services. In addition, the media mentioned have their own terms and conditions of use, which you must observe if you use them.

6 Cookies

John Mattson employs cookies for the information that John Mattson provides on its websites for such purposes as statistical evaluation and analysis. A cookie is a text file that is saved, for example, on your computer and which enables the identification of your computer.

There are two different types of cookies; session cookies and permanent cookies. A session cookie is automatically erased when a website is closed. A permanent cookie is saved on the computer for a certain period of time. These two types of cookies can be placed on a website by different players (first or third parties) to be saved on your storage medium (for example, your computer's hard disk). A first-party cookie is placed by the operator of the website that you visit or use. A third-party cookie is placed by an organisation that does not operate the website that you visit or use.

If you do not want to permit cookies to be saved on your computer, you can change this in your browser settings on your computer and erase cookies that are saved on your storage medium. Most browsers automatically accept cookies, but there is also the possibility to disallow cookies

or choose for a warning to be displayed before they are saved. However, if you disallow cookies, it could mean that John Mattson's website does not function correctly.

7 Request for register extract, correction, etc.

You are entitled to receive, free of charge, confirmation that personal data pertaining to you are being processed by John Mattson and in this case, request information regarding what personal data we are processing, where these data were sourced, the purposes of the processing, to which recipients or categories of recipients the personal data has or could be disclosed and, if possible, the forecast period for which the personal data will be stored ("Register extract"). In the event of such a request, John Mattson will also provide the additional information that John Mattson is obliged to provide according to applicable legislation. A request for a Register Extract is to be made in writing and signed by you.

Anyone who discovers that their registered personal data at John Mattson are not updated, are incorrect, incomplete or are being processed in contravention of the purposes set out above or relevant legislation, can request that John Mattson correct, block or erase such registered personal data.

Under certain circumstances, you are also entitled to request restriction of processing or request a copy of the personal data pertaining to you in a structured format (data portability).

Anyone who has provided consent for certain processing of personal data can, at any time, choose to withdraw their consent by contacting John Mattson. When consent is withdrawn, John Mattson will cease its processing that was covered by the consent provided.

Requests in accordance with this section are to be sent to John Mattson in accordance with the contact information provided below.

8 Changes to the Integrity Policy

This Integrity Policy could be changed. If changes are made to the Integrity Policy that entail changes to the manner in which we process your personal data, John Mattson will announce such changes in an appropriate manner by mail.

9 Contact information

If you have any questions or comments about John Mattson's Integrity Policy, you are welcome to contact us.

Address: John Mattson Fastighetsföretagen AB

Att: Personal Data Controller
Box 10035, 181 10 Lidingö, Sweden
Telephone: +46 (0)8-613 35 00
E-mail: info@johnmattson.se

10 Supervision

The supervisory authority in Sweden is the Swedish Data Protection Authority. Read more at: www.datainspektionen.se

