



SIWI – Leading Expert In Water Governance / Processing of Personal Data

Processing of Personal Data

The following is intended as general information about how Stockholm International Water Institute processes personal data for which it is responsible.

1. Processing of personal data

1.1 Introduction

Stockholm International Water Institute (“SIWI”, “we”, “us”, “our”) is responsible for the processing of the personal data of visitors to the website siwi.org and persons who contact us or use our services. The following explains how we process your personal data.

1.2 What are personal data?

‘Personal data’ means any information which can be used, directly or indirectly, to identify an individual. Examples of personal data include but are not restricted to name, age, gender, contact information, address, IP address and payment information.

Our processing of personal data is regulated by the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and Swedish data protection law (collectively “data protection law”). More information about data protection

law can be found at the website of the Swedish Authority for Privacy Protection:

<https://www.imy.se/en>

1.3 Who is the controller?

Stiftelsen Stockholm International Water Institute (SIWI), organisation number 802425-8702, is the controller. The controller decides on the means and purposes of the processing of personal data.

Visiting address:

Stockholm International Water Institute
Hammarbybacken 31, 9th Floor
120 30 Stockholm
Sweden

2. How are personal data processed?

This section describes how we process your personal data and the purposes of processing. We process your personal data in the following situations:

2.1 You communicate with us

In situations where you contact us, we will process the personal data that you send to us when communicating with us.

Personal data processed: When you communicate with us, we process the personal data that you yourself provide to us, including but not restricted to name and contact information. We may also process your personal data related to the matter for which you contacted us and any other comments or questions you might have.

Purposes of processing personal data: We process your personal data in order to answer your questions and handle the matter for which you contacted us, to provide you with information or materials that you have requested and to improve our offers, services and the information we provide on our websites.

Legal basis for processing: We process your personal data on the basis that it is necessary for the purposes of a legitimate interest. We may also process personal data on the basis that it is necessary for the performance of a contract or in order to take steps prior to entering into a contract.

2.2 You sign up for a SIWI newsletter or to receive offers

SIWI provides newsletters through mailing lists. If you sign up for a newsletter, you will be included in the corresponding mailing list and receive regular updates. You can also sign up to receive offers from SIWI, for example, participation in upcoming events.

Personal data processed: When you sign up for a newsletter, we will process your name and email address.

Purposes of processing personal data: We process your personal data in order to provide you with the newsletter(s) and offers for which you have signed up.

Legal basis for processing: We process your personal data on the basis of your consent. You can withdraw your consent at any time, without this affecting the lawfulness of previous processing. It is important to note that it will not be possible for us to provide you with our newsletters or offers if you withdraw consent. We ask that you contact us using the contact information in Section 10 if you wish to withdraw your consent for the processing of your personal data.

2.3 You register to participate in an event arranged by SIWI

SIWI arranges many different types of events, including but not limited to seminars and workshops. We may require you to register in order to participate in such events.

Personal data processed: We process the information you provide us when you register for the event, including but not limited to your name, title, contact information, place of employment, address and payment details.

We may also process personal data such as photographs, video and audio recordings from events arranged by SIWI.

Purposes of processing personal data: We process your personal data in order to administer your participation in the event for which you are registered.

We also process personal data such as names, titles and photographs, video and audio recordings in order to create and publicize promotional materials and information about our events on SIWI's websites.

Legal basis for processing: We process the information needed in order to administrate your participation in an event on the basis of your consent. You can revoke your consent at any time, without this affecting the lawfulness of previous processing. It is important to note that it may not be possible for you to participate in an event if you withdraw consent for the processing of personal data. We ask that you contact us using the contact information in Section 10 if you wish to withdraw your consent for the processing of your personal data.

We process personal data such as names, titles and photographs, video and audio recordings for use in promotional materials and on our website on the basis that it is necessary for the purposes of a legitimate interest.

2.4 Our publications and websites

We generate, share and promote knowledge about water-related issues through our publications programme. This includes several publication series tailored to various purposes and audience. These publications include the personal data of persons involved in articles, interviews, opinion pieces and photographs.

We also publish information about our organisation, activities, publications and events on our websites. This includes services where it is possible to sign up in order to be listed on our websites, for example as an advisor, alumnus, mentor and in speakers' lists.

Personal data processed: We process the name, title contact information, address, biographic information, gender and nationality and photographs of persons involved in our publications or who sign up to be listed on our website.

Purposes of processing personal data: We process your personal data in order to produce and publish our publications and to provide lists of different categories of persons of interest on our websites.

Legal basis for processing: We process personal data involved in our publications on the basis that it is necessary for the purposes of a legitimate interest.

When you sign up to be listed on one of our websites, we process your personal data on the basis of your consent. You can withdraw your consent at any time, without this affecting the lawfulness of previous processing. It is important to note that it will not be possible for us to list you on our websites if you withdraw consent. We ask that you contact us using the contact information in Section 10 if you wish to withdraw your consent for the processing of your personal data.

2.5 Procurement

We advertise procurement procedures on our websites and in other media. We also may also engage with potential suppliers directly. Our procurement procedures involve the processing of the personal data of the representatives, contact persons and other relevant employees of potential suppliers.

Personal data processed: We process the name, title and contact information of the contact persons of and representatives of potential suppliers. We will also process personal data submitted by potential suppliers as part of tenders, expressions of interest or request to participate. Such personal data include but are not restricted to names, titles, contact information, education and employment history, other biographic information and references.

Purposes of processing personal data: We process personal data in order to carry out procurement procedures, i.e. to identify, invite and select suitable and qualified suppliers, to evaluate tenders and to award the contract to the supplier that submits the economically most advantageous tender.

Legal basis for processing: We process your personal data on the basis that it is necessary for the purposes of a legitimate interest. We may also process personal data on the basis that it is necessary for the performance of a contract or in order to take steps prior to entering into a contract.

2.6 Recruitment

We advertise available positions on our websites and in other media. We process the personal data you submit in your job application, any communications concerning the recruitment process and information concerning interviews. We also process the personal data concerning any references that you provide

Personal data processed: We process the information you provide in your job application and in communications concerning the recruitment process,

including but not restricted to name, age, personal contact information, address, education and employment record, other biographic information and references.

Purposes of processing personal data: We process your personal data in order to administer the recruitment process. And evaluate your job application.

Legal basis for processing: We process personal data on the basis that it is necessary for the purposes of a legitimate interest. We may also process personal data on the basis that it is necessary for the performance of a contract or in order to take steps prior to entering into a contract.

2.7 Administration of prizes

SIWI awards the Stockholm Water Prize (“SWP”) and Stockholm Junior Water Prize (“SWJP”) annually, and may also award other water-related prizes. Administering the prizes involves the processing of personal data of the persons involved in the award process.

We process the personal data of those who are nominated or compete for prizes and those who submit nominations for prizes. We also process the personal data of members of the committees and juries responsible for evaluating nominees and competitors and recommending or deciding who should receive the prize, as well as the persons who participate in the award ceremonies and finals.

Personal data processed: We process the name, title contact information, address, biographic information, gender, nationality, photographs, audio and video recordings of persons involved in the award processes for our prizes.

Purposes of processing personal data: We process your personal data in order to administrate and award our prizes.

Legal basis for processing: We process personal data on the basis that it is necessary for the purposes of a legitimate interest. We may also process personal data on the basis that it is necessary for the performance of a contract or in order to take steps prior to entering into a contract.

2.8 When we are required to process your personal data

In addition to the processing of personal data described above, we also process personal data when we are required to do so by law or regulation, for example when necessary in relation to the legal obligation to keep books or in response to the order of a court or another competent public authority.

Legal basis for processing: When we are required to process personal data by law or regulation, we do so on the basis that it is necessary for compliance with a legal obligation.

3. How long do we retain your personal data?

We retain your personal data for as long as it is necessary to fulfil the purposes for which they are processed, or for as long as we are required to retain them in accordance with law or regulation.

4. Who do we share personal data with?

We will never sell your personal data to any third party. We may transfer your personal data to our suppliers of IT services. We may also be required by law or regulation to transfer your personal data to a competent public authority.

5. How do we protect your personal data?

We are committed to the safeguarding of personal data. We have measures in place to protect the integrity and security of personal data in accordance with the requirements of the GDPR. We process personal data using encrypted

and password protected systems. We implement internal routines for data protection.

6. Cookies

Read about the use of cookies on our websites here: <https://siwi.org/cookie-notice/>

7. External links

SIWI's websites may contain to links which leads to websites that SIWI does not control. SIWI is not responsible for the processing of personal data which may take place on websites that are outside SIWI's control.

8. Your rights

You have certain rights in relation to our processing of your personal data under data protection law:

Information about and access to your personal data – you have the right to obtain confirmation as to whether your personal data are being processed by us and, where that is the case, to access and receive information about your personal data.

Rectification of personal data – you have the right to have your personal data rectified if they are inaccurate our outdated.

Erasure of personal data – you have the right, in certain situations, to have your personal data erased.

Object to processing – you have the right to object to processing where your personal data are being processed for direct marketing purposes.

Data portability– you have the right to have your personal data transferred by us to another organisation, if you have provided us with this data and we are processing it based on your consent.

If you wish to exercise any of these rights, we ask that you contact us using the contact information in Section 10 below.

Please contact us if you believe that our processing of your personal data does not fulfil the requirements of data protection law. You also have the right to lodge a complaint with the supervisory authority for data protection. The competent supervisory authority in Sweden is the Swedish Authority for Privacy Protection:

<https://www.imy.se/en>

9. Changes to this information

The information on this page may be subject to change from time to time. We will inform you of any substantial changes that we make to this information. In situations where your personal data is processed based on your consent, we will ask you to renew your consent if there are any substantive changes to the processing of personal data or your rights in relation to the processing.

10. Contact us

For requests, queries or complaints concerning personal data, privacy, the use of cookies or other information related to data protection, please contact us at privacy@siwi.org or write to the address below:

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120 30 Stockholm
Sweden

Stockholm International Water Institute

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Postal address:

Kabyssgatan 4D
120 30 Stockholm
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[Press and media](#)
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[Capacity development](#)

[Collaboration](#)
[Cross-cutting issues](#)
[Projects](#)

WHY WATER

LATEST

RESOURCES

Dialogues and facilitation
Knowledge and research

Events

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