

GDPR instructions and sub-processors

Last updated: 2019-02-04

These instructions apply to services provided by:

- MYBW Office Management Gruppen Holding AB, 556712-2196
- MYBW Office Management Services AB, 559058-8181
- MYBW Office Management IT AB, 556408-1379
- MYBW Office Management Print Solution Holding AB, 556786-3674
- MYBW Office Management Document Solution AB, 556483-4371
- MYBW Office Management Communication Holding AB, 556791-0939
- MYBW Office Management Communication AB, 556542-6722
- MYBW Office Management Multicom AB, 556655-9570
- MYBW Office Management AB, 559058-8207
- MYBW Office Management Visual Solutions AB, 556640-5105
- MYBW Office Management Bemanning AB 556989-5393
- MYBW Office Management IT-Solutions AB, 556653-3344
- MYBW Office Management Visual Communication AB, 556721-1510
- MYBW Office Management Finans AB, 556661-8640
- MYBW Office Management International AB, 556888-7672
- Kontor-X AB, 556421-1406
- MYBW Office Management A/S, 997409450
- Cillion AS, 968054600
- MYBW Office Management Service AS, 888941762

Service/Business Area	Categories of data subjects ¹	Categories of information ²	Sub-Processors ³
Staffing	Employees, Consultants, Job seekers.	Name, Personal registration number*, Phone number, E-mail address, Address, Education, Work experience, Endorsements, Grades Computer skills, Drivers license (yes/no, type), Language skills, Gender, Photos.	- StudentConsulting, Recruitment company - Performiq AB, Recruitment company - Jobzone, Recruitment company
Healthcare	Employees of the controller, Customers of the controller, Patients.	Full healthcare and Medical journal notes*, Name, Contact information such as, but not limited to, address and phone number, Personal registration number* Pictures*, Healthcare status*, Medicinal status*, Gender, Religion*, Sexual orientation*, Contact information to closest relatives/emergency contacts.	- Clinicbuddy AB, Supplier and developer - wx3 Telecom AB, Supplier and developer
Dictation, CareTalk	Employees of the controller, Customers of the controller, Patients.	Name, Personal registration number*, Audio recordings, User name and password, IP-address, Log files, E-mail address.	- Conscriptor AB, Transcription

¹ The following categories of data subjects may be covered in relation to the processing.

² The following categories of personal data may be processed.

³ The following sub-processors may be engaged in carrying out the Service(s).

PBX Services	Anyone the controller contacts via the Service, including but not limited to: employees of the controller and customers of the controller.	Name, Pictures, E-mail address, Phone numbers, Phone records/call log, Voicemail messages, Audio recordings, Personal registration number*, Absence/reason for absence*, IP-address, Username, Password, MAC-Adress, Street Adress, and Optional personal organizational information such as, but not limited to, job title, car registration number, department.	<ul style="list-style-type: none"> - Avaya Sweden Aktiebolag, Support - Datatal AB, Support - Enghouse Interactive AB, Support - FL WorkManSoft AB, Support - Westcon Group European Operations Ltd UK Sweden Filial, Distributor and support - Nordic Technology Distributors - Nortech AB, Distributor and support - Xima Software Ltd, Distributor and support - Mobisma AB, Distributor and support - Soluno BC AB, Distributor and support - Comgate Service AB, Installation and support - Optical Solutions AB, Installation and support - IT-Stöd Skaraborg AB, Installation and support - Wecommit AB, Installation and support - Saven Aktiebolag, Installation and support - Fortlax AB, Server Co-location - IT Gården AB, Server Co-location - Qvitronic AB, Installation and service provider
Document Management	Employees of the controller, Customers of the controller.	Name, Title, Phone number, Mail addresses, Ip address (ftp), Mac address, Customer address, Digicode, Usernames Passwords, Tag-id, Address lists, File name, Document, Clone file of systems Retrieved system from customer: access to the system's HDD which may contain information printed, scanned and stored on HDD in MFP, RIP, Server.	<ul style="list-style-type: none"> - 3manager, Service and functionality - Asolvi, Service and functionality - Assist Odda, Service provider and support - Beko, Service provider and support - Butiks & kontorservice Bert Karlsson Aktiebolag, Service and support - Caltec AS, Service provider and support - Clover Imaging Group, Printer monitoring - Copysafe, Service provider and support - Data & Printerexperter JBM AB, Service and support - Datiq i Skåne AB, Licensing partner - Ditt Kontor Revetal, Service provider and support - DoCuro Systems AB, Licensing partner - Enskede Kontorsmaskiner Aktiebolag, Service and support - Finnmark Kontorservice, Service provider and support - Haarsaker AS, Service provider and support - Hewlett-Packard, Support and functionality - Industri Data Florø, Service provider and support - Inventum Bodø, Service provider and support - Inventum Gjøvik, Service provider and support - Inventum Nordmøre, Service provider and support - Inventum Tromsø, Service provider and support - Inventum Voss, Service provider and support - JT Kontor, Service provider and support - Jämtbygdens Kontorsmaskiner Aktiebolag, Service and support

* Note that this type of data is sensitive data or data needing extra protection.

			<ul style="list-style-type: none"> - KYOCERA Document Solutions Nordic AB, Service och support - Medius Ascendo AB, Billing and invoicing software - Nestil Kontorsservice Aktiebolag, Service and support - Netprint Solution Göteborg AB, Service and support - Nordialog Haugesund, Service provider and support - Nordicdoc Solutions AB, Service and support - Plei, Service provider and support - Scandi Gruppen Overseas International Aktiebolag, Electronics recycling - Serit Østereng IT, Service provider and support - Sharp Business Systems Sverige AB, Service and support - Sharp center Oslo, Service provider and support - Sharp Center Stavanger, Service provider and support - Sogn Kontorsenter, Service provider and support - Telehuset/Nordialog, Service provider and support - Toshiba TEC Nordic AB, Licensing partner - UPM, Service provider and support - Vikse AS, Service provider and support - Visma AS, Service and support - X-Partner Møre AS, Service provider and support
Business cards	Employees of the Controller.	Name, Place of work/employer, Work address, Work title, Phone number, E-mail, Photograph.	<ul style="list-style-type: none"> - Färgtryckarn Sverige AB, printing services - PrintOn Stockholm AB, printing services - åtta.45 tryckeri AB, printing services - PrintOn Stockholm AB, printing services - Lyche Konvolutt AS, printing services - Bryn Trykkservice AS, printing services
IT	May include but is not limited to: Employees of the controller, Customers of the controller, Job seekers, Emergency contacts of the employees of the controller, Suppliers of the controller.	Any categories of personal data stored, sent or received via the provided Service(s), this may include but is not limited to: Name, Job title, Gender, Organization, Login ID, Password, Photos, Contact information, IP address, Documents, Personal registration number and/or other sensitive data*.	<p><u>Antivirus</u></p> <ul style="list-style-type: none"> - Wecloud AB, Service provider - Solar winds MSP, Service and functionality - ViroSafe Norge AS, Software provider - Microsoft Corporation, Service provider <p><u>O365, Exchange</u></p> <ul style="list-style-type: none"> - Microsoft Corporation, Storage and functionality <p><u>IT Operations</u></p> <ul style="list-style-type: none"> - Office IT-Partner i Nyköping AB, Storage and service - Microsoft Corporation, Storage and functionality <p><u>DNS Service</u></p> <ul style="list-style-type: none"> - NN Sweden AB, Storage, service and functionality - Nordiska Servercentralen AB, Storage, service and functionality

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			<ul style="list-style-type: none"> - Uniweb AS, service and functionality - ISP Huset, service and function <p><u>Web hosting and other hosting services</u></p> <ul style="list-style-type: none"> - Nordiska Servercentralen AB, Storage, service and functionality - Smartsolution AS, Storage and functions - Microsoft Corporation, Storage and service <p><u>Remote Desktop Management</u></p> <ul style="list-style-type: none"> - Microsoft Corporation, Storage and functionality - Kaseya Sweden AB, Service and functionality - Veeam Software, Storage, service and functionality - NetApp Sweden AB, Storage, service and functionality - Solar winds MSP, Service and functionality - TeamViewer, Service and functionality <p><u>WiFi, Network Services, Firewalls</u></p> <ul style="list-style-type: none"> - Cisco Systems, Inc., Support and functionality - Cisco Meraki, Support and functionality - Ubiquiti Networks, Support and functionality - Hewlett-Packard, Support and functionality <p><u>Backup</u></p> <ul style="list-style-type: none"> - Datto, Inc., Hardware and service provide - Ahsay Backup Software Development Company Limited, Storage, service and functionality - Veeam Software, Storage, service and functionality <p><u>IT document systems</u></p> <ul style="list-style-type: none"> - Dockuware, Service and functionality - Ysoft, Service and functionality - Equtrack, Service and functionality - Safecom, Service and functionality - Viaworks, Service and functionality
Video Conferencing	Anyone the controller contacts via the Service, including but not limited to: employees of the controller and customers of the controller.	Name, IP-address, E-mail address, Audio and video recording, Log files, Skype address, Username, Password	<ul style="list-style-type: none"> - Cisco Systems International B.V., Supplier and support - Westcon Group European Operations Ltd, Supplier and support - Quickchannel AB, Supplier and support - Pexip AS, Supplier and support - Stratur AB, Supplier and support - Synergy Sky AB, Supplier and support - Synergy Consulting AS, Supplier and support - NetSafe International Aktiebolag, Supplier and support

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			<ul style="list-style-type: none"> - PLAYipp AB, Supplier and support - H1 Communication AB, Support - Amazon.com, Inc., Support and logfiles - IBM Cloud, Cloud Vendor - AVKS, Installations - Avio, Installations - PLW, Installations - ML Resurs, Installations - ELON, Installations - Installationsproffsen, Installations - L2i, Installations - ReturnIT, Installations - Mickis AV, Installations - AV1, Installations - MK-Tech, Installations - Digital Montage & Support, Installations
Compodium	Anyone the controller contacts via the Service, including but not limited to: employees of the controller and customers of the controller.	Name, IP-address, E-mail address, Audio and video recording, Log files, Skype address, Username, Password, Full healthcare and Medical journal notes*, Contact information such as, but not limited to, address and phone number, Personal registration number*, Pictures*, Healthcare status*, Medicinal status*, Gender, Religion*, Sexual orientation*, Contact information to closest relatives/emergency contacts.	- Compodium International AB, Supplier and support
Digital Signage	Employees of the controller, Customers of the controller	Name, IP-address, E-mail address, Username Password, and Any content the Controller adds to the system; this may include, but is not limited to: photographs, news articles, documents and statistics.	<ul style="list-style-type: none"> - MEVISIO AB, software provider - DATASERVER AS, service provider and support - Mediakonsulenter AS, installation and support - Cenera AS, service provider and support
Recycling	May include but is not limited to: employees of the controller, customers of the controller.	Documents which may or may not contain sensitive data; such as personal registration numbers*. Data can also include, but is not limited to, name, place of work, photographs and contact information.	- Office Recycling Technology Sweden AB, recycling
ID06	Employees of the controller.	Name, E-mail, Phone number, Nationality, Date of birth, Personal registration number*, Photographs, Card ID number	- neXus ID Solutions AB, card manufacturer

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The following processors and sub-processors are part of the Office Management corporate group and may be engaged in carrying out all services:

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- Cillion AS, 968054600
- MYBW Office Management Service AS, 888941762
- MYBW Office Management Oy, 2133677-7