



## Stockholm School of Economics Data Integrity Policy

**Visiting address:**

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113 83 Stockholm  
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Stockholm School of Economics cares about the personal integrity of you as an individual and our focus on respecting your privacy and safeguarding your personal data remains strong and highly prioritized. We are fully committed to being transparent about our processing of your personal data, keeping it safe and giving you control over it.

In order to be able to operate as a business school and provide you with our services, such as education or research, we need to process personal data about you. This document outlines how we collect and process personal data, what rights you have as a data subject and how you can exercise them.

## Contents

What personal data do we collect?.....	2
Who might we share your personal data with? .....	2
Where do we process your personal data?.....	3
What rights do you have as a data subject?.....	3
How do you contact us in case of questions regarding processing of personal data at the school? .....	3

## **What personal data do we collect?**

Depending on the type of relationship you have with Stockholm School of Economics, for instance if you are a student or an alumni or if you have applied for enrollment or for a position, we collect different types of information from, or about, you. The amount of personal data collected and processed is also largely dependent on the relationship you have with us. If you are an alumni or supporter of the school, we have a separate data protection statement where those relationships are further described on [www.hhs.se/gdpr](http://www.hhs.se/gdpr).

The personal data that you provide to us is generally necessary for us to process if you want to engage in studies or research at the school, whereas some other information that we collect about you is necessary for other purposes, as described below.

*Personal data collected and held by the school for applicants, students, researchers can vary widely but may include the following:*

Contact information: Contact details (e.g. address, e-mail, phone number), preferred way of communication, records of communication between you and the school (e.g. motivational letters)

Personal and biographical information: Name, social security number, gender, nationality, language, date of birth, professional employment and activities (e.g. CV, current company and position, references), interests and extra-curricular activities, picture

Educational background and interaction with the school: Educational history at the school and other schools/universities (e.g. grade transcripts, diplomas, programs, courses, publications, exchange studies), scholarships, volunteering activities at the school, activities related to student clubs/societies affiliated with the school, relationship and involvement with alumni, attendance at events, records of meetings, conversations and correspondence

Financial information: Details of financial transactions (e.g. for housing, event tickets purchased, bank account details (e.g. for processing scholarships, salary, direct debit),

## **Who might we share your personal data with?**

We are obliged to report certain personal data to the authorities, for students, employees as well as researchers due to statutory obligations. As part of our relationships with fellow and partnership study programs, including exchange and study alliances, we may also share personal data about you. However, this will only be the case if you actively engage and express your desire for this.

In order for Stockholm School of Economics to remain competitive and be recognized internationally, we may submit statistics based on your personal data to accreditation and ranking institutions, the data is however shared in an aggregated form. We do not voluntarily share any personal data in a way that we do not believe is in your best interest.

### **Where do we process your personal data?**

We always strive to process your personal data within the EU but the personal data may in exceptional cases, such as for student exchange activities be, transferred to, and processed in, countries outside of the EU. When sharing data with organizations outside of the EU, we will ensure that there are necessary safeguards in place at the receiving organization to protect your personal data.

### **How long do we store your personal data for?**

Depending on your relationship with SSE, we need to retain your data for different time periods. We only store your personal data as long as it serves the purpose of the processing and as long as it is required according to other statutory retention periods.

### **How do we manage alumni relationships?**

Our viewpoint is that our relationship with a SSE student is lifelong. We strongly believe that staying part of our alumni community lies in graduates' best interests and we kindly refer you to our separate Data protection statement for alumni and supporters on [www.hhs.se/gdpr](http://www.hhs.se/gdpr).

### **What rights do you have as a data subject?**

As a data subject and in line with the General Data Protection Regulation (GDPR) there are a number of rights that you have in terms of controlling the data that we process about you. You have the right to know if we process any data about you, what data that is being processed, why we process that specific data, if we share the data with other organizations and for how long we store the data. Additionally, you also have the right to submit a request for us to erase the data that we have about you, correct any outdated information that we have about you or submit a request for us to stop processing the data that we have about you. If you would like to exercise any of the rights that the GDPR outlines, you will find forms that we kindly ask you to fill out on [www.hhs.se/gdpr](http://www.hhs.se/gdpr).

### **How do you contact us in case of questions regarding processing of personal data at the school?**

We would like to conclude by emphasizing that the Stockholm School of Economics takes very seriously on the protection of the personal data that is being processed and it is the school's ambition to be transparent about how we process personal data and why we do it. If you have any questions relating to the processing of personal data at the Stockholm School of Economics, please contact us at [dpo@hhs.se](mailto:dpo@hhs.se).

You can also send a request by regular mail to the following address:

Stockholm School of Economics  
Data Protection Office  
PO Box 6501  
113 83 Stockholm  
Sweden