



FCAB - General Data Protection (GDPR)

The following personal information is what FCAB saves in their storage systems.

1. First and surname.
2. Personal identifying number.
3. Address.
4. Telephone number.
5. Email address.
6. Bank account number.
7. Address/Contact information to your Bank.
8. Passport alt Id or Driving license copies.
9. Photo.
10. ID-06.
11. Salary specification and Employer's certificate

Why does FCAB save this information:

1. In order for us to pay salaries, Bookkeeping.
2. In order for us to pay salaries, Bookkeeping.
3. Send payroll specification by mail.
4. Contact with employee regarding work and Contact relative in case of accident.
5. Contact with employee regarding work and to send out salary spec. and Contact relative in case of accident.
6. In order for us to pay salaries.
7. To verify employee bank account number.
8. Because some countries require copies of these in order to work there, for example, Norway, France.
9. To stay at a construction site in Sweden, you must have an ID-06 card with a personal photo.
10. To stay at a construction site in Sweden, you must have an ID-06 card.
11. In order for us to know what we have written on the previous certificate and to be able to send copies on these at the request of employees.

How is this information saved:

1. Email system.
2. Desktop Computers and Mobile Devices.
3. Dropbox (Cloud).
4. Bookkeeping system (Cloud).
5. Backup Harddrive.

1. E-mail regarding ongoing projects is saved as long as the project ongoing.
2. E-mail and document related projects are saved as long as a project is ongoing, and may also be saved for accounting purposes. Some data can also be saved for future project planning (Then according to agreement with the person in question).
3. Same as paragraph 2.
4. These data are stored for seven (7) years according to the Swedish Accounting Act.

Security:

1. Computers are password protected.
2. E-mail and storage folders are thus protected by this password and through antivirus software.
3. The modem to which these computers are connected also has password protection. The modem also has a built-in firewall and anti-virus control.
4. All computers have firewall and anti-virus, anti-malware, anti-ransomware protection.
5. Dropbox is protected by it's own password and password used to log on to each individual computer.
6. No data is shared with third parties unless otherwise stated in agreement with the person in question.

Rights:

1. Email regarding ongoing projects will be saved as long as the project is ongoing.
2. E-mail and documents relating to projects are saved as long as a project is ongoing, and may also be saved for accounting purposes. Some data can also be saved for future project planning. (Then according to agreement with the person in question).
3. These data are stored for seven (7) years according to the Swedish Accounting Act.
4. As an individual and / or company, you are always entitled to obtain all your personal data we have save about you. You also have the right to request that we delete all this information (So Called Forgot Me Rule).

Cookies on FCAB - Cadbox website:

1. A session cookies is created when you enter Cadbox website, this cookie is only used to determine if you are logged in or not. Cookies are not used for any other purpose.

FCAB - Cadbox contact page / form:

1. To send us a message via Cadbox contact page, you must enter a security code before clicking the send button. If you type in this code and click the send button, you will also approve our GDPR policy. The information you provide in this contact form will be saved in our email system for further contact. If you want us to delete your contact information, just tell us and we will do this as soon as possible.

FCAB - Cadbox Registration:

1. The information you provide for registration will be saved in Cadbox database and also in our email system. You approve this by entering a security code before you click the Register button.

FCAB - Cadbox Quotations:

1. When you send a request from the Cadbox system, this information will be saved in Cadbox database and in our email system. You can also log in to view your own requests under my account / quotation history.