ARETA GROUP

Excellence, Engineered for You

Privacy and Data Protection Notice

Areta Group AB

Last updated: 01 June 2025

1. Introduction and Scope

Areta Group AB ("Areta", "we", "us" or "our") respects the privacy of individuals whose personal data we process in the course of our business activities.

This Notice applies to employees, job applicants, consultants, clients, business contacts, suppliers, website visitors and other individuals interacting with Areta.

Areta acts as data controller where it determines the purposes and means of processing personal data. Where Areta processes personal data on behalf of clients, it may act as a data processor, subject to applicable contractual arrangements and client instructions.

2. Personal Data We Process

Depending on the nature of the relationship, we may process identification and contact details, professional information, employment and recruitment records, payroll and financial information, contractual and compliance documentation, correspondence, and information generated through the use of our website, IT systems and business communications.

Where necessary and legally permitted, we may also process sensitive personal data, including information relating to health or employment-related obligations.

Personal data may be obtained directly from individuals or from employers, clients, business partners, professional references, service providers, public registers and other lawful sources.

3. Purposes and Legal Grounds

We process personal data as necessary for:

- Recruitment, employment administration, payroll, benefits and workforce management.
- Providing services, managing business relationships and fulfilling contractual obligations.
- Meeting legal, regulatory, tax, accounting and compliance requirements.
- Managing business operations, information security, internal controls and business continuity.
- Protecting our legitimate interests, assets and legal rights, including preventing or investigating suspected misconduct and handling disputes or claims.
- Managing our website, communications and business development activities.

Processing is based, as applicable, on contractual necessity, legal obligations, legitimate interests or consent where required. Sensitive personal data is processed only where an additional lawful basis applies.

Certain information is necessary for contractual or statutory purposes; failure to provide it may prevent us from fulfilling the relevant obligations.

4. Business Systems and Information Security

Areta may process information relating to the use of company systems, equipment, business communications and access records for legitimate operational, security, compliance and business continuity purposes.

Where necessary and legally permissible, such information may be accessed or reviewed, subject to applicable legal requirements and proportionality.

We apply technical and organisational measures appropriate to the nature of the information and associated risks.

5. Disclosure and International Transfers

Personal data may be shared, where appropriate, with authorised personnel, affiliated entities, clients, professional advisers, payroll and accounting providers, financial institutions, insurers, IT and cloud service providers, public authorities and other relevant parties.

Where personal data is transferred outside the European Economic Area, we rely on applicable lawful transfer mechanisms, including adequacy decisions or appropriate safeguards where required. Information about applicable safeguards may be requested from Areta

6. Retention

Personal data is retained for as long as reasonably necessary for the relevant processing purposes, including contractual, operational, statutory, regulatory and legal requirements, and the establishment, exercise or defence of legal claims.

Retention periods depend on the nature of the information and applicable legal obligations. Data is deleted or anonymised when no longer required, subject to applicable exceptions.

7. Individual Rights

Subject to applicable law, individuals may request access to their personal data, correction, deletion, restriction of processing or data portability, and may object to certain processing. Where processing relies on consent, consent may be withdrawn.

Individuals may also lodge complaints with the Swedish Authority for Privacy Protection (*Integritetsskyddsmyndigheten*, IMY).

8. Website and Cookies

Our website may use cookies and similar technologies for essential functionality, preferences, analytics and marketing. Where required, optional technologies are subject to consent, which may be managed through the website's consent settings.

9. Contact and Updates

For questions concerning personal data or to exercise applicable rights, please contact:

Areta Group AB

Box 7308, 103 90 Stockholm, Sweden

Email: compiance@areta-group.com

Areta may amend this Notice from time to time to reflect changes in its operations, processing activities or applicable law. The current version will be published on our website, with additional notification where legally required.

This Notice is provided for information purposes and does not create contractual obligations beyond those imposed by applicable law.