

Registration form - International students

Fill out this form and scan/take a picture of it. Then attach and email it to Bostadsförmedlingen at **kundservice@bostad.stockholm.se**. You have to be 18 years old to register with Bostadsförmedlingen. The fee is SEK 200 per year.

Housing applicant

First name*	Surname *		
Date of birth (YYYY-MM-DD)*	Gender * Female <input type="checkbox"/> Male <input type="checkbox"/>		
Email (This email address can only be linked to one account at Bostadsförmedlingen) *			
Address *			
Postcode*	City*		
Country *			

* = Required information

I hereby certify that the information provided by me is correct and confirm that:

- I have taken part of the information regarding Bostadsförmedlingen's privacy policy (page 2 in this document)
- I have taken part of Bostadsförmedlingen's queue and allocation rules (bostad.stockholm.se/regler)

Date *	Signature *
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* = Required information

PRIVACY POLICY - BOSTADSFÖRMEDLINGEN

Bostadsförmedlingen i Stockholm AB ("the company", "we", "us") is responsible (data controller) for the processing of your personal data as described in this privacy notice. We care about our customers and their privacy and undertake to respect and protect your personal data and privacy in accordance with applicable laws and other related standards. In order to help you understand the way in which we collect and use your personal information, we have put together this privacy notice. This privacy notice also describes your rights and how you can claim your rights. You can always contact us with any questions, queries or requests on matters related to our processing of your personal data at dataskyddsbud@bostad.stockholm.se.

It is important to us that you are aware of what information we collect about you and how it is collected. We may collect personal information about you in the following ways:

Information we collect about you

We collect information you provide directly to us. For example, when registering as a new customer, we collect personal data such as name, national identification number, e-mail address, phone number, home address, information about your studies, and income information if applicable, to be able to administrate your place in the housing queue, and services related to you registering with Bostadsförmedlingen.

Bostadsförmedlingen also collects information that you provide to us, such as e-mail messages you have sent as applications, requests or other feedback to us. When you are in the process of a lease agreement via us, we also collect information you provide on our request, such as study certificate (and if applicable) engagement letter, pay slips and other certificates to prove your income, economy and living situation. We may also collect information in relation to your income and debts from other sources, such as centralised credit information providers.

How we may use your personal data and the lawful basis for doing so

To carry out a task in the public interest

We process your personal data in order to carry out our public task, which is to administrate the housing queue in Stockholm and allocate vacant rental apartments to applicants in the housing queue.

Legitimate interest

We also process your personal data in order to keep you informed about our operations and activities and to carry out customer surveys and market analysis. This processing is based on a legitimate interest, which is to improve our services.

Who we may disclose your personal data to

We may disclose your personal data to:

1. companies who helps us with payment solutions, such as banks
2. companies that helps us with printing and distribution of invoices
3. companies that helps us with archiving
4. companies that perform customer surveys
5. IT-service companies
6. landlords and property owners if you are in the process of getting a lease agreement

When your personal data is shared with a processor it is only made in accordance with the original purpose of collecting and processing the information. We have personal data processing agreements in place with our processors in order to ensure this and that they follow our information security guidelines.

Your personal data is processed within Sweden.

Public access to information and secrecy act

Bostadsförmedlingen is a public company and is governed by the principle of public access to information. This means that all personal information that you provide to us or that we collect from someone else is, as a general rule, public. This in turn means that we have an obligation to disclose personal data if anyone requests access to documents where the data is located. The exception is if the personal data or document is covered by secrecy in accordance with the Public Access to Information and Secrecy Act (2009: 400) ("OSL").

Your privacy rights

Request access to your personal data

We are always transparent with how we process your personal data. If you wish to access information about how we process your personal data, please contact us at dataskyddsbud@bostad.stockholm.se

Request correction of incorrect or incomplete data

If the data are incorrect or incomplete, you are entitled to have the data corrected, with the restrictions that follow from legislation. Please note that you can update and change your information when you log on to "Mina Sidor".

Request erasure

You have the right to request erasure of your data in case the data is no longer needed for the original purpose of which they were collected. However, due to the principle of public access to information we may be obliged to retain personal data on you as long as you are registered at Bostadsförmedlingen, and even after that for archiving purposes, in accordance with legislation.

Object to processing based on our legitimate interest

You can always object to the processing of personal data about you for customer surveys and/or newsletters. You can choose your settings when you log on to "Mina Sidor".

Data portability

You have a right to receive personal data that you have provided to us in a machine-readable format. This right applies to personal data processed only by automated means and on the basis consent or of fulfilling a contract. Where secure and technically feasible the data can also be transmitted to another data controller by us.

How long we process your personal data

We will keep your data for as long as you are registered at Bostadsförmedlingen. Since we are a public company, we are obliged to retain your personal data for public access rights and archiving public records in accordance with legislation.