

Personal Data Policy

Handling of personnel-related information within the framework of ISO/IEC 17025

Purpose

This policy aims to ensure that Cotec Labs complies with the requirements of the ISO/IEC 17025 accreditation standard regarding documentation of staff competence, training and qualifications, while ensuring that all processing of personal data is carried out in accordance with the General Data Protection Regulation (GDPR).

Legal basis for processing

Personal data relating to employees is processed on the basis of:

- **Legal obligation** (labour law, accounting law, occupational health and safety law),
- **Agreements** (employment contract), as well as
- **Legitimate interest** (accreditation requirements according to ISO/IEC 17025 to document competence and ensure reliable test results).

A balancing of interests has been carried out and documented to show that the processing is necessary and proportionate in relation to the purpose.

Categories of personal data

The following data may be processed for the purpose of complying with ISO/IEC 17025: Namn och befattning,

- Education and professional experience,
- Competence assessments, educational qualifications and certificates,
- Authorisations linked to specific methods and instruments,
- Documentation of completed training/skills development.

No sensitive personal data (such as health, religion, political views) is stored within the scope of the accreditation requirements.



Storage and access

- Personal data is stored in internal systems with access restricted to HR and quality managers.
- The information may only be used to demonstrate competence in internal audits, external audits by accreditation bodies or to ensure that only authorised personnel perform tests.
- The storage period is linked to the period of employment and an additional [e.g. 2 years] after termination of employment, in accordance with the requirements of the accreditation body. After that, the data is deleted or anonymised.

Transparency and information

All employees are informed upon employment about what personal information is stored, why it is stored, for how long, and what rights they have under the GDPR.

Rights of the data subject

Employees have the right to:

- Access their personal data,
- Request correction of incorrect information,
- Request deletion when data is no longer necessary or there is no legal basis for its retention.
- No complaints to the Data Protection Authority.

Safety

Personal data is protected by technical and organisational measures such as access control, encryption, backup and regular audits.

Audit and compliance

The policy is reviewed annually in connection with internal audits in accordance with ISO/IEC 17025 and, where necessary, updated based on changes in legislation or accreditation requirements.

