

Privacy Policy

StarLAB (SE-559223-8264–01), Gröndalsvägen 34, 117 66 Stockholm, Sweden ("We", "Us") is responsible for the personal data that is processed about you.

For us at StarLAB, the trust of our writers is of utmost importance. This trust forms the basis of our business. You should be able to feel safe when you entrust us with your personal data. To inform you about how we process personal data, we have established this policy. This policy is based on applicable law and clarifies how we work to safeguard your rights and protect your privacy. If you have any questions about the use of your personal information in accordance with this information, contact us by email, info@starlab.se

We are constantly working to improve our business; therefore the Privacy Policy may change from time to time.

The purpose of the policy is for you to know how we process your personal data, what we use it for, who is allowed to use it and under what conditions, also how you can safeguard your rights. This privacy policy is structured as per the points below.

The supervisory authority for the processing of personal data is the Swedish Supervisory Authority (IMY). If you wish to submit a complaint to the Swedish Supervisory Authority regarding our processing of your personal data, you have the right to do so. Please see www.imy.se for more information on how to proceed.

1. Personal data that is processed when you enter into an agreement with us

Personal Data that is processed	Purpose	Legality	Term
Name, address, personal ID, IPI/ CAE- number, e-mail, phone number, bank details	In order for us register your works with the appropriate societies and to collect and pay royalty	The process is based on the agreement you have entered with us	As long as needed in order for us to fulfill our obligations in the agreement

2. Personal data that is processed due to legal obligations or to enforce legal claims.

Personal Data that is processed	Purpose	Legality	Term
Personal data that is processed when you have entered into an agreement with us.	In order to fulfill our legal obligations in accordance with the law, the constitution, government regulations and guidelines, personal data that has been received by us may be processed.	In order to meet existing legal requirements, we need to process this information.	Personal data is stored for the period stated in the legal obligation, for example according to the Accounting Act and the Swedish Tax Agency

3. Who we share your personal information with?

We only share your personal information in the event that it is necessary for our business. We share your personal information with partners such as STIM, NCB, our accounting firm and auditor (also see 4). In addition, we share your personal information when required by law, like with the Swedish Tax Agency.

4. Transfers outside the EU / EEA

We strive to process your data within the EU / EEA, however, data may in certain situations be transferred to, processed in, countries outside the EU / EEA, for example when foreign publishers are involved, then we need to make your personal information available in order to collect your royalty and arrange for your works to be correctly registered with the respective copyright organization.

5. How do we protect your personal information?

Your safety is important to us. Therefore, we have taken appropriate technical, organizational and administrative security measures to protect your personal data from unauthorized access and other unauthorized processing. We regularly analyze and evaluate these measures in order to ensure the protection of your data as securely as possible.

6. Your rights

When we process your personal information, you as a registered person have several rights. You have the right to contact us at any time regarding this, and if you want to exercise any of the rights described above, you can reach us at info@starlab.se.

You have the right to receive information about what personal information we have on you and how we process it. Contact us if you want to change or correct any of your personal information. Under certain conditions, you have the right to have your information deleted or demand that we limit the processing.