

For which purposes do we process your personal data?	What personal data do we process?	What is the legal basis for processing this data?	How long do we process your personal data for the stated purpose?
In order to administer your organisation's booking and carry out the arrangement.	Your name, mobile phone number and e-mail address.	Processing is justified by our legitimate interest in processing data about you as the arranger's contact person.	Until the arrangement has taken place.
In order to communicate with you before, during and after the arrangement, e.g. sending a booking confirmation and information.	Your name, mobile phone number and e-mail address.	Processing is justified by our legitimate interest in processing data about you as the arranger's contact person.	Until the arrangement has taken place.
In order that you, in connection with exhibiting at a congress, will be able to log in to and use our Online Exhibitor Service where you can find all the necessary information before, during and after the congress and manage your stand booking.	Your name, mobile phone number and e-mail address.	Processing is justified by our legitimate interest in processing data about you as the exhibitor's contact person.	Until the congress has taken place.
In order to get an evaluation from the arranger and to improve our service, we will send you an evaluation.	Your name, mobile phone number and e-mail address.	Processing is justified by our legitimate interest in being able to send you – the arranger's contact person – surveys in order to obtain feedback on your experience with us.	For three months after the arrangement.
In order to send SMGT's newsletters and targeted marketing that we think you may be interested in.	Your name, mobile phone number and e-mail address.	Processing is justified by our legitimate interest in being able to send marketing about SMGT which, based on your professional role and previous arrangements, we think you may be interested in.	If you are a professional in a certain trade and SMGT has events/fairs within this or similar trades we will save your data as long as you are an important person for us through our professional

			<p>relationship. We carry out continuously updates to keep our database current and if it comes to our knowledge that your role or employer has changed, we will delete your data.</p> <p>You can choose at any time to unsubscribe from newsletters or ask us to delete your data.</p>
<p>In order to comply with accounting legislation, we process history of completed payments and transactions that constitute accounting materials.</p>	<p>Information detailed on the payment documentation, i.e. the actual transaction.</p>	<p>It is necessary to process this data in order to comply with the Swedish Accounting Act.</p>	<p>For seven years, in accordance with the Swedish Accounting Act.</p>