

# Data Protection Policy (for GDPR)

## 1. Purpose

This Data Protection Policy explains how Nordic Energy Research processes personal data, the terms and conditions that apply when we process your information, and your rights under the EU General Data Protection Regulation (GDPR).

Protecting your privacy is important to us. We aim to handle personal data securely, transparently, and responsibly so that you feel safe when using our services.

If you have any questions or comments about this policy, or about how your data is processed, please contact us (see contact details below).

## 2. Who we are

Nordic Energy Research is the Nordic institution for joint energy research and research-based policy development, under the Nordic Council of Ministers.

As part of our work, we may collect and process certain personal data if you contact us, use our website, participate in events, subscribe to our newsletters, or enter into agreements with us.

## 3. Data Controller and Data Protection Officer (DPO)

Nordic Energy Research is the data controller for the processing of personal data described in this policy.

### Data Protection Officer (DPO):

- **Name:** Mikael Heimonen
- **Email:** [mikael.heimonen@nordforsk.org](mailto:mikael.heimonen@nordforsk.org)
- **Phone:** +47 481 28 436
- **Address:** Nordic Energy Research, Stensberggata 25, 5th floor, NO-0170 Oslo, Norway

You may contact our DPO with any questions or to exercise your rights under GDPR.

## 4. What is personal data?

Personal data means any information that can identify you as an individual. Examples include your name, address, telephone number, email address, image files, and IP address.

## 5. How we collect personal data

We may collect personal data in the following ways:

- When you use our website.
- When you download publications.
- When you subscribe to our newsletters.
- When you provide information directly to us (by email, phone, etc.).
- When you enter into a contract with us.
- When you participate in online meetings or webinars hosted by Nordic Energy Research.

## 6. Purposes and legal bases for processing

We collect and process your data for specific purposes and only where we have a legal basis under GDPR:

- **Providing services:** To follow up on your enquiries, deliver requested services, register you for events, or send you newsletters and updates (based on consent or contract).
- **Legal obligations:** To comply with requirements under accounting and taxation laws (e.g. the Norwegian Accounting Act, Bokføringsloven), or other applicable legislation.
- **Legitimate interests:** To conduct internal statistics, improve our services, and maintain communication with stakeholders, provided these interests are not overridden by your rights and freedoms.
- **Website functionality:** To ensure the website functions properly and to analyse usage patterns (cookies, IP addresses).

We will not use your data for purposes that are incompatible with the original reason for collection.

## 7. Categories of data processed

1. **Necessary data for services** – such as name, address, telephone number, email, and other identification and contact details.
2. **Usage and technical data** – such as IP addresses and cookies, used to improve services and website functionality.

## 8. Retention of data

We retain personal data only as long as necessary for the purposes for which it was collected, unless a longer period is required by law. Specifically:

- **Newsletter subscriptions:** retained until you unsubscribe; deleted within 30 days thereafter.
- **Event registrations:** retained for the duration of the event and up to 12 months afterwards for reporting and follow-up.
- **Contracts and financial data:** retained for five years in accordance with applicable accounting and auditing legislation.
- **Website analytics and cookies:** retained for a maximum of 14 months.

Other personal data collected as part of Nordic Council of Ministers' activities may be archived as part of official records and cannot always be deleted once the case has been completed.

By signing up to Nordic Energy Research's newsletter, you agree to receiving news from us. We collect contact information for purposes of dissemination only. It will not be shared with other parties. You can unsubscribe at any time, in which case your contact information will be deleted. Any questions or complaints can be addressed to [info@nordicenergy.org](mailto:info@nordicenergy.org).

## 9. Sharing and transfers of data

We do not share your data with others unless:

- It is necessary to comply with a legal obligation.
- You have given your consent.
- We use trusted data processors within the EU/EEA or in countries that provide adequate safeguards.

When personal data is transferred outside the EU/EEA, we ensure adequate protection in line with GDPR – for example, by using the European Commission's **Standard Contractual Clauses (SCCs)**.

We do not transfer data to countries lacking adequate protection unless such safeguards are in place.

We may also share data to protect or enforce our legal rights, e.g. to prevent fraud or criminal activity.

## 10. Cookies and tracking

We use cookies and similar technologies to improve the functionality of our website and to analyse visitor traffic. Cookies may store information such as IP addresses, browser type, and usage patterns.

You can choose to disable cookies in your browser settings.

## 11. Your rights

Under GDPR, you have the following rights regarding your personal data:

- **Right of access:** to know whether we process your data, including the categories of personal data, its source, the purposes of processing, and the retention period. You may request a copy of your data.
- **Right to rectification:** to correct inaccurate or incomplete data.
- **Right to erasure ("right to be forgotten"):** to request deletion of your data when it is no longer necessary or lawful for us to keep it.
- **Right to restriction of processing:** to request limited use of your data under certain circumstances.
- **Right to data portability:** to receive your data in a structured, commonly used, and machine-readable format.
- **Right to object:** to object at any time to processing based on our legitimate interest.
- **Right not to be subject to automated decision-making or profiling:** Nordic Energy Research does not use personal data for automated decisions or profiling.

If you wish to exercise these rights, please contact us (see section 3).

## 12. Right to lodge a complaint

If you believe that Nordic Energy Research's processing of your personal data does not comply with applicable data protection laws, you have the right to lodge a complaint with your national supervisory authority. In Norway, this is **Datatilsynet**, [www.datatilsynet.no](http://www.datatilsynet.no).

## 13. Security of processing

We are committed to protecting your personal data.

- **Organisational measures:** Access to data is restricted to employees who require it. Staff are trained regularly in correct procedures for handling data.
- **Technical measures:** Our systems are protected by up-to-date IT security solutions.
- **Incident response:** If a personal data breach occurs that is likely to pose a risk to your rights and freedoms, we will notify you without undue delay and report the breach to the relevant supervisory authority.

## 14. Updates to this policy

We may update this Data Protection Policy from time to time. The latest version will always be available on our website.