

Application for data extract in digital form from SPAR, Statens personadressregister ("the Swedish state personal address register"), in order to update, supplement and verify personal data in accordance with Swedish law: 1998:527 section 3(1).

Date	Reference number (provided by the Swedish Tax Agency)
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Circled numbers - see information on page 3

**Applicant ("controller" according to article 4(7) of the EU General Data Protection Regulation (GDPR))**

Name of individual/organisation		Swedish personal/corporate identity number
Delivery address		
Postcode	City/town/district	Phone number
Contact		Phone number
Email address		

**Details of existing authorisation**

Customer number	Case reference number	Authorisation reference number
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**SPAR services requested**

Please specify which services you require and how often extracts should be taken from SPAR. Please add a separate attachment to this form if you require more space for your answers.

**Notification of changes <sup>①</sup>**

<input type="checkbox"/> One time extract	<input type="checkbox"/> Recurring extracts	<input type="checkbox"/> Subscription
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**Current status notification <sup>①</sup>**

<input type="checkbox"/> One time extract	<input type="checkbox"/> Recurring extracts	<input type="checkbox"/> Subscription
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**Personal identity number lookup <sup>②</sup>**

<input type="checkbox"/> One time extract	<input type="checkbox"/> Recurring extracts
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**People search <sup>③</sup>**

<input type="checkbox"/> People search via API (server certificate)	<input type="checkbox"/> Online people search (e-identification)
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**Extended authorisation**

<input type="checkbox"/> Data on spouse or guardian (for categories of organisations under section 8 of regulation 1998:1234 on the Swedish state personal address register)
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**Compliance with EU GDPR is a strict condition of access to data from SPAR.  
The purpose of the questions below is to determine compliance.**

1. Please describe your business activities.
2. Whose personal data (your customers' or members', for example) will you check against SPAR?
3. What legal basis do you have for processing the personal data you have specified in question 2 above? (Article 6(1) EU GDPR)
4. Are you currently processing, or will you process, the personal data you specified in question 2 for purposes incompatible with the original purposes? (Art. 5, paragraph 1(b) EU GDPR)
5. How would you handle a request from the data subject to obtain information about the personal data you are processing (register extract)? (Article 15 EU GDPR)
6. How would you handle a request from the data subject objecting to the processing of their personal data for direct marketing purposes? (Article 21(2,3) EU GDPR)

**Notification of changes – Current status notification – Personal identity number lookup**

7. How will you use the data from SPAR?
8. Who will be given access to the data from SPAR (company staff only or other individuals as well)?
9. How will the individuals referred to in question 8 gain access to the data (will e-identification, passwords, or some other method be used)?

**People search**

10. How will you use the data from SPAR? If the "People search" service is going to be used as part of a public online service, please provide a link to the website in question. A diagram or image may be included for clarification purposes.
11. Who will be given access to the data from SPAR (company staff only or other individuals as well)?
12. How will the individuals referred to in question 11 gain access to the data, and how will you verify their identity?

**Attachment included** <sup>④</sup>

Number
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**Terms and conditions** <sup>⑤</sup>

As an applicant, you undertake to comply with the terms and conditions of SPAR service use. This means that you must process personal data in accordance with EU GDPR.
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**Applicant's signature**

Authorised representative's signature	Print name
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# Information

## ① Notification of changes/current status

The notification services can be used to provide personal data as follows:

**Notification with XML input document** (also known as “**Notification of changes**”): in the event that SPAR data currently included in personal records has changed since a given date; or if a subscription has been taken out since the previous notification was issued. The customer specifies which people search(es) he or she wishes to carry out by submitting an XML input document containing the relevant personal identification number(s).

The “Notification of changes” service can also provide details of an individual’s current situation. If the personal identity number is marked in the input document, current details will be delivered when the next notification is issued. The service then reverts to issuing only notifications of changes until a new XML input document (with personal identity numbers marked) is submitted.

**Subscription** – recurring notifications. Choose between daily (five days a week: Tuesday to Saturday), weekly, every 14 days or monthly.

**Notification of current status** – current SPAR data for individuals specified by the customer through the submission of an XML input document containing the relevant personal identity numbers.

## ② Personal identity number lookup

The service gives the customer the opportunity to quality-assure personal data stored in their existing registers.

The customer submits a document containing name and address details to SPAR. The service carries out a search for people whose details match those in the submitted document, and complements these with personal identity numbers. For each piece of information submitted, confirmation is provided of whether or not a match could be made. A single match might be made, or there might be several alternative entries for various individuals to choose from. When several matches are generated in SPAR, a certain limited number of alternative personal records are provided.

Looking up personal identification numbers for direct marketing purposes is not permitted, as this contravenes EU GDPR. The direct marketing industry’s own regulations also prohibit the processing of personal identity numbers in most cases.

## ③ People search

The service offers direct access to SPAR, allowing the user to update, supplement and verify personal data.

The service consists of two parts:

You can look up an individual by entering their personal identity number or coordination number. If the person is registered in SPAR, their personal data will be displayed. If not, an error message will appear.

You can run a people search by entering: the name and address of each individual; or a date of birth range; or a combination of these details. Details of all the individuals registered in SPAR who match the search will be listed. Alternatively, an error message will appear. The details listed for each individual are personal identity number, name and address.

When a people search is carried out based on a name and address, both current and historical details (for the last three years) are referenced.

## ④ Attachment included

Attach the form “Application SPAR – attachment, contact details, etc., SKV 1546” (“Ansökan SPAR-Bilaga, Kontaktuppgifter m.m. SKV 1546”) if a personal-data assistant is used, or if the contact with regard to the application is someone other than the applicant.

## ⑤ Terms and conditions for using SPAR

When you use SPAR and SPAR data, you undertake to comply with the terms and conditions of the SPAR service. This means that you must process personal data in accordance with EU GDPR. Additional regulations regarding SPAR are set out in the State Address Register Act (1998:527), the Regulation (1998:1234) on the State Personal Address Register, and the Swedish Tax Agency’s regulations on the disclosure of data from SPAR (SKVFS 2011:06 and SKVFS 2012:06). Additional terms and conditions may be specified when you are granted permission to use SPAR.

As an applicant, you must be a **controller** in accordance with EU GDPR. This means that you decide – either yourself or with someone else – what the personal data should be used for and how it should be processed. You can appoint a **personal-data assistant** to help you. If you choose to have such an assistant, you must have a written agreement with them. However, you cannot hand over responsibility for your personal data to your assistant.

To use SPAR e-services, you need **Swedish e-identification**. For APIs, server authentication is required according to the X.509 (Expisoft) standard. For more information, please visit [www.bankid.com](http://www.bankid.com) and [www.expisoft.se](http://www.expisoft.se).

A **price list** for SPAR services, and details of payment terms, are available on our website: [www.statenspersonadressregister.se](http://www.statenspersonadressregister.se).

**Payment** is via invoice, with a 30-day payment term.

## Further information on SPAR

More information about SPAR is available on our website: [www.statenspersonadressregister.se](http://www.statenspersonadressregister.se).

If you have any questions, please call SPAR customer services on 0771 18 17 16 (or +46 10 574 21 88 from outside Sweden). Alternatively, you can fill in the contact form ([Kontakta oss](#)) on our website.