

Application for a data extract in digital form from SPAR, the Swedish state's address register, for direct advertising, opinion building, public information or other comparable activities in accordance with Swedish law: 1998:527 section 3(2).

Date	Reference number (provided by the Swedish Tax Agency)
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Reference numbers in square brackets – see information on pages 3-4

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		Customer number (if available)

This application concerns data retrieval for the purposes of:

<input type="checkbox"/> Direct marketing	<input type="checkbox"/> Other (please state purpose)
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State the intended use of the data retrieved

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State the parameters for the data selection process [1]

For example: age range, geography
State addressee
If a data selection is made regarding children under 16 years of age, should duplicates to be sent to guardians? [2]
<input type="checkbox"/> Yes <input type="checkbox"/> No

Data extract [3]

<input type="checkbox"/> One time extract		
<input type="checkbox"/> Subscription	State frequency	Start date for subscription

Simulation ID [4]

Simulation ID

SKV 1543 06 en web 05

Representative [5]

Name/organisation		Personal or corporate identity number
Delivery address		
Postcode	City/town/district	Phone number
Contact		Phone number
Email address		Customer number (representative) if available
Representative's authorised responsibilities: <input type="checkbox"/> Application manager* <input type="checkbox"/> Invoice recipient <input type="checkbox"/> Personal data processor** <input type="checkbox"/> Other		
**A personal data processor is allowed to process personal data from SPAR – as a data delivery recipient, for example. If the applicant is using a personal data processor, a valid agreement between the applicant and the personal data processor must be in place when the data is received, in accordance with article 28 of the EU Data Protection Regulation (GDPR).		*Responsible for addressing all issues relating to this application (the representative does not need to be a personal data processor).

If several representatives are used, form SKV 1546 must also be completed and attached with this application.

Invoicing details [6]

Invoicing address	
Postcode	City/town/district
VAT number	PEPPOL number

Terms and conditions [7]

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 the EU General Data Protection Regulation (GDPR).

Signature of applicant (controller)

Signature	Print name
	Phone number

From application to invoice

- Submit your application by email or post:
spar@skatteverket.se
SPAR, 171 94 Solna
- SPAR assesses your application and makes a decision regarding approval
- Customer support contacts you to confirm the order and authorise access to SPAR
- Customer support runs a simulation: data volume and cost estimation
- Customer support carries out the data selection process that you have requested
- You can retrieve the data as a file on our website (log in with e-identification) or with an API
- SPAR creates an invoice with a 30-day payment term
- It normally takes about two weeks for authorisation to be granted and for an order to be registered in SPAR

Data selection – this is how it works

1. Search for the **person whose data you would like us to retrieve data** (i.e. the data subject) by setting the necessary parameters – for example, geography and age.
2. State the name of **the addressee** – i.e. the person that should be addressed: the data subject; or a family member such as a spouse or partner. Legal guardians are always addressees when data subjects are under the age of 16.
3. Select an address, i.e. indicate whether an individual's **registered address** or a **special postal address** should be used.
4. You can supply an exclusion list file if you wish to exclude certain individuals, such as existing customers.

There are also predefined special procedures that apply to:

- individuals who have a birthday during a certain period
- the deceased: individuals who have died during a certain period having reached the age of 16 or over
- those who have moved into or out of a particular area (county, municipality or district) during a certain period, or those who have moved within the area and are still living there
- children who are eight weeks old at the time of data retrieval (newborns)

Limitations

There are limits to how and when some selection parameters may be used. Such parameters include:

- income range
- details of deceased persons: provided four weeks after death at the earliest; the deceased must have been 16 or over at the time of death
- details of children: provided when a child is eight weeks old at the earliest
- details of income and property ownership: may not be used as a data-retrieval parameter for individuals who are under 18
- name, address and place of registration details of children: not provided for individuals who are under 16

Addressee

Please enter the name of the addressee – i.e. the person who should receive the information: the data subject; or a family member such as a spouse or partner.

Legal guardians are always addressees when data subjects are under the age of 16.

You decide whether a guardian and a child can have different addresses or must have the same address.

Then you decide which guardian(s) should be addressed:

- primarily female guardians
- only female guardians
- primarily male guardians
- only male guardians
- all guardians

[1] State the parameters for the data selection

- Gender
- Age range
- Geography (county, municipality, city/town/district, postcode and postcode range)
- Income range
- House owner or not.
- The municipality or county in which a property is located.
- Family members such as a spouse, partner or guardian(s)
- Number limit for random selection

[2] Should duplicates be sent to guardians - Yes No

A data selection involving children under the age of 16 may result in several items with the same addressee (guardian), which means that there are several children under 16 who fulfil all the parameters in the data selection and are registered at the same address. If you check the "Yes" box, each child who meets the selection criteria will become an item in the data selection process, and it will become apparent that a guardian has several children registered at the same address. When you check the "No" box, the data selection process will result in just one address item – regardless of how many children are registered at this address. The fees charged for data selection addresses – whether or not these are duplicates – are listed on our website:

www.statenspersonadressregister.se

[3] Data extract

State whether the data extract is a one-off extract or whether a subscription is involved. If a subscription is involved, you can choose between the following options:

- Daily (data selection five times a week: Tuesday to Saturday)
- Weekly. State the weekday on which data selection should be carried out
- Every two weeks. State the weekday on which data selection should be carried out
- Monthly. State the day of the month on which the data selection should be carried out

Please specify the subscription start date.

[4] Simulation ID

Please provide the simulation ID if you have access to the "Simulate data selection" ("Simulera urval") service, and have saved data selection parameters in a simulation assignment.

[5] Representative

If you use a representative, please provide contact details and state their role here. This information should also be entered if the contact person for the application is not the applicant.

If you use several representatives, form SKV 1546 must also be completed and attached with this application.

[6] Invoicing details

Please provide the details of the invoice recipient. If the invoice recipient is not based in Sweden, a VAT number must be provided. It is possible to provide a PEPPOL number. (The Swedish Tax Agency is currently preparing for e-invoicing.)

[7] Terms and conditions

When you use SPAR services and information contained in the Swedish state personal address register, you undertake to comply with the terms and conditions of SPAR service use. This means that you must process personal data in accordance with the EU General Data Protection Regulation (GDPR). Further regulations regarding SPAR are set out in Swedish law: 1998:527, in regulation 1998:1234 on the Swedish state personal address register, and in the Swedish Tax Agency's disclosure requirements relating to data retrieval from SPAR (SKVFS 2021:1).

Addresses may be used freely during a three-month period from the date of data delivery.

SPAR, 17194 Solna must be provided as the source of address when an addressee is contacted.

Further terms and conditions may be stated when you are granted authorisation for SPAR service use.

The EU General Data Protection Regulation (GDPR) states that **any party who applies for the retrieval of data from SPAR must be the controller**. This means that you decide what the personal data is going to be used for and the way in which it should be treated, or you make the decision with someone else. You can get assistance with this from a **personal data processor**. If you opt for this kind of support, you must have a written agreement with party providing assistance. However, you cannot hand over responsibility for your personal data to your personal data processor.

Further information on SPAR

To log in and use SPAR e-services, you need Swedish e-identification. Server authentication is required for the use of APIs. For more information, please visit www.bankid.com.

A price list for SPAR services is available on our website:

www.statenspersonadressregister.se

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

More information about SPAR is available on our website: 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.