**Application for Contractor Code – Port of Gävle**

The purpose of managing contractor codes is to secure access to Port of Gävle, in accordance with the Swedish Port Security Act (2006:1209).

For criteria regarding access codes, see Appendix 1.

**Note!** A background check against criminal record will be carried out before the contractor code is approved.

**Please write in capital letters.**

**Client Information** (company based within Port of Gävle)

|  |  |
| --- | --- |
| Company Name | Organisation Number      |
| Contact Person      | Phone Number      |
| Email Address      |

**Applicant Company / Contractor Information**

|  |  |
| --- | --- |
| Company Name | Organisation Number      |
| Contact Person      | Phone Number      |
| Email Address      |

**Applicant Information (Individual)**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Industrail Area | ISPS Area – Quay 1 | ISPS Area – Quay 27 |
| Last Name |
| Phone Number | Email Address | Date of Birth(YYYY-MM-DD-XXXX) |
|       |       |  | [ ]  | [ ]  | [ ]  |

**Access Times**

Please specify the times and extent of the access you are applying for*.*

|  |  |  |
| --- | --- | --- |
| [ ]  Weekdays 05:00 - 22:00 | [ ]  Weekdays/Weekends  05:00 - 22:00 | [ ] All days 00:00 – 24:00 |
| Valid Between (Dates) | From:       | To:       |

For what purpose are you applying for an access code, and what tasks will be performed?

|  |
| --- |
| Comments:      |

In order to receive an access code, applicants must complete Port of Gävle’s online safety training (e-learning), which covers the general safety regulations applicable within the port area.

The training consists of short videos and test questions, and takes approximately 30–40 minutes to complete. The training can be accessed at: [http://www.gavlesakerhet.se/(S(4cgdocd3utc0hwfd5l0feza2))/user/Login.aspx](http://www.gavlesakerhet.se/%28S%284cgdocd3utc0hwfd5l0feza2%29%29/user/Login.aspx)
Use the course code you will receive after submitting an approved application.

**The client and the applicant hereby certify that the above information has been correctly completed and that they have read and understood Appendix 1 – Criteria for Access Code**

|  |  |
| --- | --- |
| **Client** *(company based within Port of Gävle)* | **Applicant** *(contractor)* |
| Place | Place |
| Date | Date |
| Signature | Signature |
| Printed Name | Printed Name |

**The order can be submitted electronically to** trafik@gavlehamn.se **by regular mail to the address in the document footer, or handed in at the Port Traffic Office (Fredriksskans gate).**

As a data subject, you have the right to request rectification or erasure of your personal data, and in some cases, to object to or request the restriction of data processing. You also have the right to lodge a complaint with the Swedish Authority for Privacy Protection (IMY). More information is available at:<https://gavlehamn.se/integritetspolicy>

**Appendix 1.** (to be kept by the applicant)

 **Criteria for Access Code**

**NOTE!
THE CODE IS PERSONAL AND MUST NEVER BE SHARED OR LENT TO ANYONE ELSE**

Port of Gävle is a designated civil protection area under the Swedish Protective Security Act (2010:305). This designation means that unauthorized persons are not permitted access to the protection area.

* As an applicant for a contractor code, you are personally responsible for reading and understanding the Protective Security Act.
[Skyddslag (2010:305) | Sveriges riksdag (riksdagen.se)](https://www.riksdagen.se/sv/dokument-och-lagar/dokument/svensk-forfattningssamling/skyddslag-2010305_sfs-2010-305/)
* Work must be carried out in the port on a regular basis, at least one day per week, for a period longer than one week but not exceeding three months. If the applicant needs access to the port for more than three months, an access card must be requested instead.
* Once expired, access codes cannot be extended.
* Revocation of an issued code must be submitted in writing without delay to trafik@gavlehamn.se
* When employment, assignment, or delivery is completed, the code will be deactivated and cannot be renewed.
* By signing the application, you consent to the storage of your name, photo, phone number, email address, and vehicle registration number for the duration of the code's validity. The information is stored on Port of Gävle’s server. Data is retained in case of any irregularities that may occur during the period the access code is held.
**NOTE! A background check will be carried out before the contractor code is approved.**
* Footage from surveillance cameras will be stored. Images are retained in case of any irregularities that may occur during the visit. The footage is stored on Port of Gävle’s server.
* As a data subject, you have the right to request rectification or erasure of your personal data, and in some cases to object to or request the restriction of its processing. You also have the right to lodge a complaint with the Swedish Authority for Privacy Protection (IMY). More information is available at: <https://gavlehamn.se/integritetspolicy>