

# Contact

**The person you met today was:**

**Visit us in person or by phone:**

## Personal data processing

Jobbtorg Stockholm needs to process your personal data. The personal data we process about you are your personal identity number, name, address, phone number and email address. We use your personal data in order to process your claim and support you in finding work or a course of study.

If you did not personally provide us with your data, we received your data from your social welfare officer at the district council.

Our legal bases for processing your personal data are to exercise public authority under the Social Services Act (Socialtjänstlagen) and for purposes of public interest. After your case is closed, your personal data will be erased or archived in accordance with applicable legislation.

If you believe we have processed your data unlawfully, you have a right to appeal to the Swedish Authority for Privacy Protection (Datatillsynen). You can find more information about your rights and how the City of Stockholm processes your personal data at [www.stockholm.se/dataskydd](http://www.stockholm.se/dataskydd).

Arbetsmarknadsnämnden is the data controller and processes and protects your personal data in accordance with the General Data Protection Regulation (GDPR).

# Jobbtorg Stockholm

– your road to work or study



**Everyone can work and study, according to their circumstances and abilities and given the right support.**

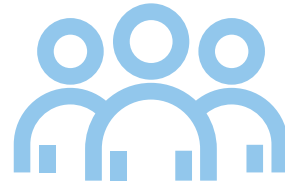
# What does Jobbtorg do?

**A job coach** will help and support you in deciding what work you would like to do in future. Your coach can also help you to call employers, visit different workplaces or try out a job.

**A study and careers advisor** can help you decide what type of studies to pursue.

**An IT instructor** can help you to write applications for one or several jobs.

Together, we will support you at your workplace and during your studies.



## Things we can help you with:

- Employer contacts
- Study visits
- On the job support
- Trainee work
- On the job language practice
- Vocational courses
- Study and career advice
- Starting a business



# What happens when I register at Jobbtorg?

1. We start by having a conversation about who you are and what your future goals are.
2. Based on this conversation, we then discuss what work is suitable for you. You will have the opportunity to try out jobs at one or several workplaces.
3. The goal is to find work based on your goals.



## Important things for you to bear in mind

- You should actively seek work
- You should follow the job plan you agreed on
- You should follow the plan set up with the Swedish Public Employment Service (*Arbetsförmedlingen*)
- You should be available for contact by us and your employer

### **If you cannot come to a planned meeting, call us.**

It is important that you let us know if you are sick or cannot attend a meeting.

Jobbtorg reports absence to the authority responsible for income support. If you miss meetings, it could affect your right to financial assistance.

