

Göta studentkår's personal data management policy.





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All processing of personal data must comply with the basic principles set out in Dataskyddsförordningen (The General Data Protection Regulation – GDPR). These principles mean that personal data may only be collected for legitimate purposes and that the amount of information should be limited to what is necessary for the purpose. To be able to manage personal data, one must always have support in the Dataskyddsförordningen (The General Data Protection Regulation – GDPR), a so-called legal basis. For example, the legal basis can be used for personal data processing if this is necessary in order to be able to fulfil agreements about membership with members.

Göta studentkår always processes collected personal data, that members and others stakeholders entrust the Göta studentkår with, in a careful and responsible manner. Personal data is treated in a manner consistent with the Dataskyddsförordningen (The General Data Protection Regulation – GDPR), for example by having a clear purpose for the collection of personal data and that the information is stored in such a way as to minimize the risk of intrusion on an individual member's privacy.

Collection and handling of personal data

The collection of personal data must always directly or indirectly facilitate the service for Göta studentkår members, the collaboration with the University of Gothenburg and/or improve the administration of the organization. Personal data may not be processed in any way which is incompatible with these purposes and may not be saved for longer than necessary. People in the organization that processes personal data must be able to show that the principles are followed. Furthermore the part of the Göta studentkår's organization that processes personal data must be responsible for and be able to demonstrate compliance with the provisions of Dataskyddsförordningen (The General Data Protection Regulation – GDPR) and that clear routines for handling collected personal data exist in the organisation.

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n accordance with Dataskyddsförordningen (The General Data Protection Regulation – GDPR), the Göta studentkår is responsible for ensuring that the personal data collected:

- › is for a particular, distinct and legitimate purposes
- › is adequate, relevant and not too extensive
- › is accurate and up to date
- › is not stored longer than necessary
- › is treated in a secure manner.

Consent for the processing of personal data

Consent means that the registered individual gives their consent to have their personal data processed for one or more specific purposes. Consent must always be voluntarily and should be able to be revoked as easily as granted.

The information that Göta studentkår registers has either been provided voluntarily by a student for membership purposes or collected through encrypted information from the parts of the university where the Göta studentkår holds union status. This information is processed by ours agreed membership systems, Stiftelsen Göteborgs Studentbostäder (SGS), Stiftelsen Chalmers studentbostäder, Fysiken AB, Mecenat AB, Orbi, WeStudents and Tidningsföreningen Göteborgske Spionen in written agreements where the protection of information between the parties is included. The personal data is saved only to the extent necessary for the Göta studentkår to be able to work and operate in accordance with their statutory right as a student union.

Purpose and legal basis for the processing of personal data

Göta studentkår will process the personal data registered in order to provide members with information about Göta studentkår's activities and services, such as Göta student union offers as well as for follow-up of the Göta studentkår's activities that may be of interest to members. Göta studentkår will also use the information to market Göta studentkår to individual members. Personal information in the membership system is only available to full-timers and employees within the organization, unless the Union Board decides on special authority.

Göta studentkår can, for example, collect and process personal data for the purpose of:

- › A student must be able to become and be a member at the student union
- › Fulfil our statutory purpose by law of representing students by appointing

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- › student representatives
- › Appoint elected representatives within the organization, for example full-timers, representatives in the Representative Assembly and members of boards
- › Administer our associations, committees and section committees and payment of
- › requests of funds and operating grants
- › Provide the possibility of facility bookings

Göta studentkår also needs to process personal data in order to fulfil our obligations under law, other statutes or government decisions. It can for example be to meet the requirements of accounting legislation. The organization has the right to process personal data in the case of a justifiable interest. This may, for example, be in the case of membership surveys to improve or change our range of events or membership benefits. Göta studentkår can also use the personal information of members to send newsletters or other direct marketing.

Storage of personal data

Göta studentkår does not store personal data longer than it is necessary for its purpose. Sorting out personal data is done regularly.

- › Personal information about a student who has not been a member of the student union is saved for 2 years after the person has ceased to be registered as a student
- › Personal information provided in connection with registration for events and
- › activities are deleted after the event or activity has been completed
- › Personal data originating from inactive associations, committees and commissions are deleted after 2 years of inactivity

In some cases, Göta studentkår must save the information for a longer period of time than otherwise should have been done due to legislation. This may, for example, be to comply with the rules regarding accounting (seven years).

- › Personal information about membership is stored as long as a person continues to be a member. After that encrypted personal data linked to membership payments are stored for 7 years as a result of the Accounting Act (Bokföringslagen, SFS 1999:1078).

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Members' rights

It must always be clear to a student when signing up for membership in Göta studentkår which parties can take part of the information provided when applying for membership, both when membership is signed digitally, or given with oral approval at a physical meeting. According to the General Data Protection Regulation (GDPR), a member always has the right to check their personal data and to receive information about how it is processed.

An individual member of Göta studentkår has the right to:

- › Get access to their personal information
- › Get incorrect personal information corrected
- › Have their personal data deleted if it is no longer necessary for its purposes
- › Find out how long the personal data will be stored
- › Submit a complaint to the Swedish Authority for Privacy Protection

Student matters

Göta studentkår works continuously with student matters and in our work, we handle personal data. Examples of personal data that we handle when working with student matters are names and contact information such as e-mail addresses or phone numbers. In connection with a student case being registered, a student receives a case number which, if necessary, is used to anonymise the case.

Handling of personal data in student matters:

- › Personal information such as e-mail address, phone number or other information about the student has been sent to the student union, is only saved if consent has been given and to the extent necessary for the union to be able to work with the case.
- › The student has the right to request an extract from the register to check what information is registered about an individual student. If the personal information is incorrect, the student has the right to have it corrected or supplemented.
- › A student always has the right to withdraw his or her consent at any time and Göta studentkår will then delete all personal data.
- › The personal information Göta studentkår takes part of in individual cases is not disclosed to the University of Gothenburg or another party unless consent for this is given by the student concerned.
- › When the case is closed, all personal data is sorted out and there is only a decoded description of the case left, through the case number assigned to you when the

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case was registered. This sorting takes place at the end of each spring term. Should you wish to resume contact regarding a case that has been closed, you can provide your case number, as this number will not be deleted.

- › The person responsible for personal data and the contact person is the Göta studentkår's organizational coordinator. Contact information is available on the Göta studentkår website.
- › If you believe that your personal data is being handled incorrectly, you can submit a complaint to the Swedish Data Protection Agency, which is the supervisory authority.

Information of general interest

Through provisions in the Higher Education Act (Högskolelagen, SFS 1992:1434) and the Student Union Ordinance (Studentkårsförordningen, SFS 2009:769) it is in Swedish law established that the student unions at state universities and colleges conduct business which is Information of general interest. The processing of personal data that is necessary to carry out activities can thus be done on the basis of the legal basis information of general interest in Article 6 (1) (e) of the General Data Protection Regulation (GDPR). Student unions can also make use of the legal basis of consent in Article 6 (1) (a) of the General Data Protection Regulation (GDPR) for their personal data processing.

Legal support for necessity must be available for the information Göta studentkår requests of its members and shared with agreed external parties. Abuse of personal data must be investigated promptly by the Union board and/or as soon as possible reported to the police.

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