



Ultuna Student Union's policy for handling and archiving of personal data

Background

On May 25, 2018, the General Data Protection Regulation (GDPR) came into effect across the EU. From that date, companies, public authorities, and organisations handling personal data were required to comply with the new regulation.

GDPR mandates that organisations protect personal data through organisational, administrative, and technical measures, and provide documentation to support this protection.

To comply with the regulation, organisations that process personal data of individuals must always have a legal basis for the processing. GDPR also imposes strict requirements for transparency.

Some points that must be followed:

- Personal data may only be processed if the legal requirements are met.
- Personal data may only be collected for a specified purpose.
- Only the data necessary to fulfill the purpose may be collected.
- If personal data is held, it must be kept accurate and up to date.
- Once the purpose has been achieved, the data should be deleted.
- Personal data must be stored securely to prevent alteration or theft.
- organisations must be able to demonstrate that they meet all these requirements.

Purpose

This guideline exists to describe how Ultuna Student Union (ULS) handles and archives personal data in its daily operations and social events in accordance with the General Data Protection Regulation (GDPR). The guideline also regulates who is responsible for the handling and archiving of personal data, as well as when and how this data is used. The policy also ensures that the Union does not sell personal data to external parties. The guideline applies to the entire ULS operation and should be easily accessible to members and individuals who register for any of ULS's events.

Regulation:

Regulation (EU) 2016/679 of the European Parliament and the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Scope

This policy applies to Ultuna Student Union and all its committees, associations, members, and other participants. The "Policy for the handling and archiving of personal data" covers all activities within ULS.

Consent Statements

All registration forms, scholarship applications, and other forms that process personal data sent out by the organisation must include a consent statement. Information about the handling of personal data should be included at the bottom of all emails (e.g., a reference to the policy) sent out by the Board, committees, and functionaries.

What Information

ULS collects various personal data in connection with different activities at the union. The information ULS collects during various activities includes:

- First name, last name
- Personal identification number
- Address
- Phone number
- Email address
- Student card number
- Payment information
- Program
- Course
- Study pace
- Bank account information
- Tax information
- Salary amount
- Vacation times
- Personal health data and disabilities
- Two closest relatives
- Contact details of relatives
- Allergies
- Medications

Membership Register

ULS collects personal data when students become members of ULS, as well as through lists from Ladok. Payment information is collected via Unicore or recorded from bank giro or payments made at the student union office.

Personal data is deleted 3 years after the last payment.

Payroll Register

ULS makes payments to compensated and hourly-employed staff. Therefore, ULS collects personal data for a payroll register. This data is collected directly from employees by the treasurer. The treasurer deletes outdated information but keeps data that is likely to be used in the near future. This is done before each spring term.

Student Matters

ULS's main mission is to oversee the education of all students on the Ultuna campus, with the exception of Veterinary Nursing, Veterinary Medicine, TUV1 students at SLU, and PhD students from the VH Faculty who were previously not ULS members. Part of this work involves handling individual student matters from students who approach ULS for assistance.

Student matters that are submitted and processed via email are archived and handled according to the procedures outlined above. A folder for completed student matters, organized by academic year, should be present in all email inboxes where students submit matters. This allows for easier retrieval of cases where students later withdraw their consent for the processing of personal data. Completed student matters are deleted before each spring term.

Functionaries

When someone is a functionary, they sign up on a list with information managed by the student social committee. Some functionaries are also required to provide their student card number in order to gain access to premises. These lists are updated regularly during the spring and autumn of each year.

Student Union Meeting

At the student union meeting, membership lists are printed to verify that the person is eligible to vote at the upcoming meeting. Immediately after the meeting, the printed membership lists are destroyed (shredded).

Yellow Lists

Anyone interested in a position within a committee can apply for it by signing up on the "yellow lists." To apply, they must fill in certain details. Yellow lists older than 3 years must be deleted/destroyed before each spring term.

Parties & Activities

Ultuna Student Union and its independent committees organize various student social events such as dinners, pub nights, sports events, and similar activities. For these events, registration lists are created where personal data is collected. Registration can be done through various channels, including online ticket sales, physical registration, Facebook events, Excel documents, and Google forms. The data is collected to ensure participants receive appropriate special dietary requirements, to facilitate seating arrangements, and to allow security to know who is present in the venues.

Personal data is deleted/destroyed after 2 years before each spring term.

Welcome Week

ULS organises Welcome Weeks at the start of the academic year. This requires a number of different functionaries, newly admitted students, and responsible persons, for whom we collect personal data in order to carry out the work.

The personal data of new students, functionaries, and responsible individuals is provided by the individuals themselves. The information the Mentorship Program receives from antagning.se includes first name, last name, and mobile number. The new students' information is submitted via email and by filling in an Excel document.

After the Welcome Weeks, all personal data must be deleted/destroyed.

Photos

ULS takes photos at many of its social events, and participants at these events should be informed about this. The photos may be published on the Ultuna Student Union's Facebook page or Instagram. If an individual appears in a photo and wishes for the photo to be removed from social media, they can contact the communications officer in the student union board, and the photo will be taken down immediately. If an individual does not wish to be photographed during an event, they should speak with the event photographer or the person holding the camera and inform them of this.

Student Union Names

Student Union names are archived along with the name of the person who received the name and the year it was awarded, both in Jynsen (a database) and in printed form in binders. Student Union names are not removed but are archived.

Requests

Our lists are used solely for the purpose of contacting recurring guests and members. The contact lists are used only internally within the Union and can only be accessed by a small number of relevant functionaries. The list is updated twice a year, prior to the balls.

Archiving

ULS has two types of archiving: digital and physical. Physical archiving is done in an organized manner in binders, and digital archiving is done via a database called Jyns, as well as email. All minutes and documents from committees within ULS should be archived both physically and digitally. This includes, among other things, the board, committees, and independent associations.

Data Protection Officer

There is a position under the central administration with the responsibility to review and, if necessary, update this policy. The person in this role should monitor and assist the Union in managing personal data in the best way possible. This person is also the contact point if questions arise regarding the handling of personal data.