

GDPR-Policy for the Law Student Union

1. Background and purpose

By signing up for a membership through www.studentlund.se you become a member of the Law Student Union at the Faculty of Law in Lund, a nation who is a part of Kuratorskollegiet¹ and the Academic Society. Hence you will become a member of three student organisations and receive three different memberships. Studentlund is the cooperation between the Student Unions of Lund University,² the Student nations who are a part of Kuratorskollegiet and the Academic Society.

The purpose of this GDPR-policy is in an open and transparent way to show how the Law Student Union processes personal data. Through a membership in Studentlund the Law Student Union collects and processes personal data regarding the individual to be able to administer their membership and so that the individual in the best way possible can take part of Lund's student life.

The Law Student Union values the integrity of the individual and the purpose of this policy is to make sure that the personal data that is processed by the Law Student Union only is used for its intended purpose as well as ensure the individuals protection against unallowed access and use of individuals personal data.

The regulations in this policy regards the processing of personal data in membership databases, errand- and document processing systems as well as unstructured material in the form of text in document and on website, pictures and emails. This policy describes the data the Law Student Union processes, who has the right to see and use the data and what rights the individual has during the processing of data.

2. Definitions

Personal data means in this policy all kinds of information which directly or indirectly can be linked to an alive individual. This can for example be name, contact info or personal identity number.

Sensitive personal data means in this policy data that reveals race or ethnic origin, political views, religious or philosophical beliefs, membership in a work union as well as personal data that mentions health or sexual life. Data about health can for example be sick leave, pregnancy or doctor appointments.

Processing of personal data is every action or series of actions that has something to do with personal data. For example, collection, registration, organisation, storage, change, usage, sharing by sending or other sharing of the data, summarizing, blocking, elimination or destruction.

Personal data controller is the legal entity, in this case the Law Student Union who processes the personal data in its activities, who decides which data that shall be processed and how it should be processed.

Personal data processor is always someone outside the organisation which on behalf of the personal data controller can process data, though only as instructed by the controller. A written agreement between the controller and the processor needs to exist and should regulate the relationship between the two, especially regarding the safety precautions during the process of personal data. An example of a Personal data processor is the membership system LAMED, Terminsräkningsföreningens presidium who administers the membership as well as the company who sends out the Union's paper Dissidenten.

Member is a person who according to the Statue of the Law Student Union is a member of the same.

¹ Kuratorskollegiet ("KK") is the cooperation between all of the nations in Lund except Smålands nation. Smålands nation is not a part of Studentlund and if a member wants to be a member of Studentlund he or she needs to join a second nation that is a part of Studentlund.

² Teknologkåren vid Lunds Tekniska Högskola (TLTH) and Lund's Doctoral Student Union (LDK) is not a part off Studentlund.

A *membership* means a membership through www.studentlund.se in the Law Student Union, a student nation and the Academic Society.

A *member organisation* is the Law Student Union in Lund (Organisational number 845001-1732)

A *student nation* is the student nations in Lund that are a part of Kuratorskollegiet:

- Östgöta nation (org. nr 262000-0824);
- Västgöta nation (org. nr 262000-0725);
- Lunds nation (org. nr 262000-0857);
- Malmö nation (org. nr 262000-0865);
- Helsingborg-Landskrona nation (org. nr 262000-0873)(Helsingkrona nation);
- Sydsånska nationen (org. nr 262000-0881);
- Kristianstad nation (org. Nr 262000-0899);
- Blekingiska nationen (org. Nr 262000-0907);
- Göteborgs nation (org. nr 262000-0915);
- Hallands nation (org. nr 262000-0923);
- Kalmar nation (org. nr 262000-0931);
- Wermlands nation (org. nr 262000-0782).

The *Academic Society* and *AF* means the organisation Akademiska Föreningen (org. nr 845000-7441)

Personal data regulations means regulation (EU) 2016/679 of the European Parliament and of the council of 27 April 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).

3. Personal Data Controlling

Membership

When you sign up for a membership through www.studentlund.se you become a member of the Law Student Union, one (1) student nation and the Academic Society. These jointly become responsible for the personal data which is necessary to administer your membership.

In order to give more efficient support regarding your membership and easier protection of your rights is the administration gathered in Terminräkningsföreningen.

4. Individuals' rights

The individual has the right to know when their personal data is being processed. Information about the processing of personal data shall be provided when an individual joins the Law Student Union through Student Lund or when the individual demands it. Every individual has the right to have faulty data corrected if the data can't be corrected by the individual themselves.

The individual has the right to have their data erased when they end their membership.

The right to be forgotten does not apply if the data is processed in order to fulfil another legal obligation or in the Law Student Union's entitled interest. See section **5.d.**

The individual has the right to be removed from pictures that the Law Student Unions post on their website, in photo albums and on social media.

The individual has the right to make objections against the processing of personal data when there are different interests to consider. If an individual object to such a processing shall the Law Student Union show that their interest is of more importance than the individuals or that the processing is used for legal rights.

The individual has the right to leave a complaint to The Swedish Data Protection Authority if they think their data is used against the rules of GDPR.

5. Data that the Law Student Union collect, processes and uses

An individual who wants to become a member of the Law Student Union accepts with the membership that the Union will process personal data for the individual. The Union shall by enrollment provide information about which data will be processed and in what purpose. The Union commits to not use the personal data that have been collected for any other purpose than that stated in this data policy without the express consent of the member.

a. Information som den enskilde lämnar till Juridiska Föreningen

The Law Student Union processes the data that the individual states in connection with signing membership, and the data that is needed for the Union's administration, for example name, address, personal number, phone number, e-mail address, positions of trust and other information required to administer a membership. The data is used to contact and send newsletters to the members, and auditing the Union's activities.

Lawful basis: contract, legitimate interest (the Law Student Union has a legitimate interest to improve their service to the members).

Information for purchases or transactions that occur at the Law Student Union is processed for accounting purposes. This includes payment information like the digits on the individual's credit card, and other card information and information about invoices. This also includes processing phone number by purchase via swish. This information is shared only with the third party that carries through the purchase and is used only in accordance with Swedish law.

Lawful basis: contract, legal obligation.

Other information might be processed in conjunction with an individual giving information for application for events.

Lawful basis: consent, contract.

Contact information will be gathered and processed in connection with a member being elected for a position of trust, looking for employment or signing up to work within the Union. This includes, for example, personal number, bank information, phone number, food preferences.

Lawful basis: contract (payment of compensation), legitimate interest (the Union has a legitimate interest to know which decisions are made)

b. Information that is gathered

Processing of personal data can be done after an agreement has been made, after an evaluation of interest by the Union where the processing is weighed against the members interest of integrity protection; or if the individual has given its consent to the processing.

Data is collected partly from Lund University, but can also be collected in other ways. In that case should it be noted where the registered information came from, if it's obviously unnecessary.

A consent is given separately and can always be withdrawn by contacting the Union's President or Vice President.

c. Sensitive information

The Union processes sensitive information in the form of data concerning an individual's health such as allergies that guests that visit events have in order to make sure that the individual in question doesn't risk becoming sick.

The Union should have clear routines that ensure that the data is treated with extra high security. People who process sensitive personal data have to keep the data confidential.

The Union only processes sensitive personal data that the individual has given it.

Lawful basis: contract, consent.

d. Spreading information

The Law Student Union is through the Student Lund collaboration collectively responsible for the personal data along with Lunds Student Unions, Nations and the Academic Society for the member register Upright. Upright gathers all of a Student's Nation and Union membership in order to process all information about memberships in the same place to make payments easier and offer collective membership cards.

Lawful basis: contract.

Third party businesses who help the Law Student Union and Student Lund at offering its services, printing and distribution of Student Lund cards, the membership paper Dissidenten and invitations to parties receives information about the members. The processing of this data is regulated through specific contracts with respective parties.

Lawful basis: contract.

The Law Student Union publishes pictures from activities and events that occur on or by the Union on Social Media. The Union shall remove pictures of persons who don't want to appear in the picture.

Lawful basis: legitimate interest.

The Law Student Union does not give personal data to other individuals other than to the person who themselves owns the data.

Lawful basis: contract, legitimate interest.

e. Storage of information

Personal data is stored for so long it is necessary in order to offer membership benefits and other services to our members. The information is stored so long the membership is active. After that is data stored only in the interest for the historic perspective of the organisation or such that the Union needs to store

according to other Laws. It is the Union themselves as responsible for the personal data who decide which data that should be stored.

Data in the member registry, photo albums, protocols or such is stored according to the Unions legitimate interest to follow its unique organisational history as long as the Union don't make any other decision. The personal data that is stored only for archival purposes for a public interest, scientific, historic or statistical purposes. The Union shall take necessary caution in order to protect the registered rights.

Invoice and payment information as part of accounting basis or to be able to protect our interests is saved by the Union for up to 10 years after the basis was created or as long as a dispute takes place.

Data about registrations at the University is saved during the current semester.

Sensitive data is never stored for a longer period then necessary for the purpose of collecting the data, despite if there is an interest based on the organisation's historical perspective.

f. Deletion of information

When a member terminates their membership in Studentlund, the member can ask to be deleted from the membership register at Studentlund, if no obligations towards the Law Student Union remain. Another individual, who is not a member of the Law Student Union, has the right to get their information deleted if the Union not because of above mentioned interests or obligations are forced to store the information to cater for other obligations.

6. Security

Through this GDPR-policy, the Union undertakes to have established procedures that ensure that personal data is processed in such a way that no unauthorized person gets access to the information. Furthermore, the Union shall train the elected officers with regard to the processing of personal data when they start their term. The Union shall work to systematically inform about how information is secured, analyze and classify information and systems to ensure that security risks are minimized and prevent events that can lead to negative consequences.

The Law Student Union is as data controller, the one who decides how personal data shall be processed, and by who. The Union is responsible for developing routines and instructions for how the data can be used, and ensure that only these persons have access to the processing of personal data.

The Law Student Union shall have routines for collecting and deleting data so that the data are not stored longer than necessary. Furthermore, the registers must meet the technical requirements that they have to fulfill according to Swedish law.

In case of a personal data breach does the Law Student Union have a duty to report this to the authorities within 72 hours. If it is not unlikely that the member is risking to take damage is the Union obligated to inform the registered so they can take necessary precautions.

All personal data breaches shall be documented.

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Translation approved by the Board 2020-06-04
This translation is for information purposes only. The original Swedish version
has interpretative prerogative.



7. Contact

Regarding questions about processing of personal data or if the member wants to claim their rights shall they contact the Union's President or Vice President. Questions regarding the Unions processing of personal data shall also be directed to the Union's President or Vice President. Contact info is located at www.jf.se

8. Changes in the GDPR-policy

Changes of this GDPR-policy is decided according to the Law Student Union's statute and takes effect immediately. The Union will notify about the change at their website www.jf.se.