

Procedure on processing personal data

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1 Formalities

1.1 Summary

This procedure describes how LinTek as an organisation should handle personal data, in which cases and what personal data is collected, how it is stored, and how long it is retained in the organisation. It also defines how consent should be obtained, the rights of the individual, and how purging and archiving takes place. The policy also defines how LinTek handles personal data breaches.

For questions about the processing of personal data, please contact dataskyddsbud@lintek.liu.se.

1.2 Purpose

The purpose of this policy is to describe how LinTek processes personal data to ensure clarity both internally and externally. The aim of personal data management work is to ensure the rights of members and others involved in the union to their personal data.

1.3 Scope

This procedure applies to everyone in the LinTek organisation who handles any form of personal data. In cases where another party acts as data processor on behalf of LinTek, a separate agreement based on what is stated in this procedure will be drawn up between LinTek and the party.

The procedure will also be used to communicate externally how LinTek handles personal data that is received or processed by the organisation.

1.4 History

Draft completed on 22 May 2018 by Amanda Granqvist and Linnea Michel. Adopted by decision of a Board meeting [No 12, 17/18]

Revisions were made on 9 September by Amanda Granqvist. Adopted by decision of a Board meeting [No 3, 17/18] on 14 May by Cecilia Abrahamsson. by decision of a Board meeting [No 12, 19/20]

A full editorial history can be found on [GitLab](#).

2 Personal data

2.1 Terms

The terms used in this procedure are used in line with the definitions in the General Data Protection Regulation. See [Article 4 of the GDPR](#) for definitions of terms.

2.2 Personal data and processing of personal data

Personal data is any information that can be directly or indirectly attributed to a natural person who is alive. For example, images and sound recordings processed on a computer may be personal data even if no names are mentioned. Encrypted data and various types of electronic identities (e.g. IP numbers) are personal data if they can be linked to natural persons.

Processing of personal data is everything that is done with the personal data. Any action taken with personal data constitutes processing, whether or not it is carried out by automatic means. Examples of common processing operations are collection, recording, organisation, structuring, storage, processing, transmission and erasure.

2.3 Controller

As a legal person, LinTek is responsible for the handling of personal data carried out within LinTek's activities.

2.4 Processors

A processor is a natural or legal person who processes personal data on behalf of the controller, and is always outside the controller's own organisation. LinTek is responsible for drawing up a written agreement between the controller and the processor. The processor must take the necessary security measures to protect the data.

2.5 Statement of purpose for processing personal data

Before LinTek creates the possibility for an individual to provide information about themselves by email, form or other searchable register, the purpose of the processing must be documented. The same applies when LinTek obtains data in direct contact with an individual or from other actors.

2.6 Information and consent

Personal data may only be processed if the data subject has given their consent to the processing or if the processing is necessary under one of the requirements of the General Data Protection Regulation. How the information and consent should be formulated is decided in consultation with the Presidium. As a general rule, the controller must provide information and obtain consent in writing.

For a definition of consent, see the [recitals of the GDPR, recital \(32\)](#).

2.7 Purging and archiving

As a general rule, all personal data must be purged when it is no longer needed for the activities and the purpose or aim of the processing. However, personal data may be retained in accordance with the Bookkeeping Act and for the purpose of complying with the Higher Education Ordinance or other laws/regulations.

In some cases, personal data about people holding a position in LinTek may be collected before the person takes over the position, for communication purposes and in order to send out information about, for example, handovers. The data is stored at LinTek for the period during which the person concerned is active in LinTek. In some cases, in relation to alumni activities, certain data is stored for a longer period of time. However, this is only the case if the person has given their consent to this. More information about this can be found under 4.3.

2.8 Principles for processing personal data

The basic principles for processing personal data are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Privacy and confidentiality
- Accountability

LinTek strives to ensure that personal data processed within the organisation is processed within the EU/EEA. All of LinTek's proprietary systems are located within the EU/EEA.

LinTek only processes personal data when it is clearly justified by the purpose, necessary for secure identification or if there is any other relevant reason.

3 Your rights

3.1 Right of access

LinTek strives to be open and transparent about how personal data is processed within the organisation. To get a deeper insight into what personal data we process about you, you can request access to the data by emailing dataskyddsbud@lintek.liu.se. This information is provided in the form of an extract from the register, indicating the purpose, categories of personal data, retention periods and information on the source of the data collected. LinTek will respond to your requests without undue delay and within one month. If we are unable to meet your requests, a justification must be provided.

3.2 Right to rectification

You can also request that your personal data be corrected if the personal data is inaccurate. Within the framework of the stated purpose, you also have the right to complete any incomplete personal data. Members of LinTek can edit certain information themselves in the member portal.

3.3 Right to erasure

LinTek does not store personal data longer than necessary for the respective purpose. You can request the erasure of personal data we process about you in cases where:

- The data is no longer necessary for the purposes for which they were collected or processed.
- If the processing is based solely on your consent and you withdraw it.
- You object to LinTek's balancing of interests based on legitimate interest and your reason for objecting outweighs LinTek's legitimate interest.
- The personal data is processed unlawfully.
- The personal data must be erased in order to comply with a legal obligation to which LinTek is subject.

LinTek may have the right to refuse a request for erasure of personal data if there are legal obligations that prevent LinTek from immediately erasing certain data. Processing may also be necessary for LinTek to establish, exercise or defend legal claims. Should LinTek be prevented from complying with a request for erasure, LinTek will instead block the personal data from being used for any purpose other than the purpose that prevents the requested erasure.

3.4 Right to object

Where LinTek uses a balancing of interests as a legal basis for a purpose, you have the opportunity to object to the processing. In order to continue processing your personal data after such an objection, LinTek needs to be able to demonstrate legitimate grounds for the processing in question that outweigh your interests, rights or freedoms.

3.5 Right to restriction

You have the right to request a temporary restriction of the processing of your data, for example, if you believe that the data has been improperly collected, that the data is not accurate or that the processing violates your rights or freedoms. Once you have objected to the processing of your data, LinTek may continue to process your data while verification of your grounds for objection is in process.

If the processing of your personal data is temporarily restricted, LinTek will notify the parties to whom we have disclosed the data that this temporary restriction has taken place/is taking place. The above does not apply in the event that it proves impossible or involves too great an effort.

3.6 Notification of infringement

If you believe that your personal data is being processed in breach of the applicable regulations, you should notify us as soon as possible. You can also lodge a complaint with the Swedish Data Protection Authority.

4 Handling of personal data in LinTek's activities

Sections 4.1 and 4.2 contain tables of all personal data stored in the context of LinTek's activities

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4.1 Membership register

What personal data do we collect about members?

Purpose	Type of processing performed?	Categories of personal data
- Registration as a member	- Storage of personal data in member systems	- Address - Email-address - First name and surname - Telephone number (optional) - Personal identity number - Section affiliation
- Ensuring that the data subject has the right to become a full member	- Obtaining data from LADOK via LiU to ensure that the person is entitled to full membership	- Email address or LiU ID - Faculty affiliation - First name and surname - MIFARE-UID - Personal identity number
Legal basis: <i>Consent and performance of contracts.</i>		
Retention period: Duration of membership.		

Tabell 1: Personal data concerning members

What personal data do we collect about individuals appointed as an honorary member?

Purpose	Type of processing performed?	Categories of personal data
- So that the organisation knows who the honorary members are - To be able to invite honorary members to relevant occasions, such as anniversaries.	- Storage of personal data in member systems - Distribution of invitations	- Email address - First name and surname
Legal basis: <i>Consent and performance of contracts.</i>		
Retention period: Duration of membership.		

Tabell 2: Personal data of honorary members

4.1.1 Storage and processing of personal data in the membership system

LinTek does not store any personal data from the membership register itself. Such data is stored at Montania System AB, which provides the membership system. LinTek has drawn up a data processing agreement with Montania to regulate this.

The membership register is managed by the Vice President and Administrator of LinTek. If necessary, other people in elected positions may be given access to the membership system for deputy purposes or as additional staffing. On such occasions, LinTek must document who has had access to the system, for what purpose and for what period of time.

The membership system records all actions taken in the system and logs them. This makes it easy to see if there have been any personal data breaches. For more information on personal data breach management, see section 5.2.

As a member, you have the right to request information about what personal data is stored in the membership system, if you can identify yourself with a legal ID document.

Personal data from the membership system, which is disclosed to other parties or for purposes other than those set out in this procedure, may only be disclosed upon a written decision of the Presidium. LinTek is obliged to inform the person(s) in question before disclosing the data.

4.2 Other temporary registers

LinTek may in some cases need to collect and store data internally, for example in preparation for events. In such cases, the collector is responsible for ensuring that there is a clear structure for how the data is collected, for what purpose it is used, who has access to the data and how long the data is kept. In order to be able to process data about a person, the person must have given consent to the processing.

Personal data may only be kept for as long as it is necessary for the purpose for which it was collected. For example, if personal data have been collected for an event, they must be deleted after the event has taken place and the necessary processing, such as payment, has been completed.

The following is a list of the personal data that LinTek processes and the purposes for which this is done, as well as the legal grounds on which this is based.

What personal data do we collect about individuals holding a position in LinTek?

Purpose	Type of processing performed?	Categories of personal data
- Report LinTek's activities to the University in accordance with the student union mandate - Completion of annual accounts	- Storage of personal data by the responsible person in the form of a digital contact form - List of those holding a position in Annual Report - Submission of the Annual Report to LiU - Archiving of the Annual Report	- Involvement in the student union - First name and surname
Legal basis: <i>Public interest.</i> In order for LinTek to comply with the requirements set by Linköping University and the Swedish Tax Agency.		
Retention period: Until further notice.		

Tabell 3: Personal data of those holding a position in LinTek

What personal data do we collect about individuals who are an elected member of the Student Union Council, Speaker, Secretary of the Student Union Council, Internal Auditor, Inspector, Electoral Board, Nomination Committee, Appeals Board, Student Union Board or Student Representative?

Purpose	Type of processing performed?	Categories of personal data
- Obtain relevant information about activities related to your position - Obtain information about events for active student union members	- Storage of personal data in the form of an email list and digital contact form - Information sent by email	- Email address or LiU ID - First name and surname
Legal basis: <i>Consent.</i> In order for a person holding a position in LinTek to be able to perform their duties, the possibility of communication both internally and externally is needed. The person provides consent for this.		
Retention period: Duration of the person's involvement.		

Tabell 4: Personal data concerning members of the Student Union Council, President, Secretary of the Student Union Council, Internal Auditor, Inspector, Electoral Board, Nomination Committee, Appeals Board, Student Union Board or Student Representative

What personal data do we collect about members of a committee or a subgroup thereof?

Purpose	Type of processing performed?	Categories of personal data
- Obtain relevant information about activities related to your position - Obtain information about events for active student union members	- Storage of personal data in the form of an email list and digital contact form - Information sent by email - Enabling of communication with external parties that is necessary for the activities	- Email address or LiU ID - First name and surname - Telephone number
Legal basis: <i>Consent.</i> In order for a person holding a position in LinTek to be able to perform their duties, the possibility of communication both internally and externally is needed. The person provides consent for this.		
Retention period: Duration of the person's involvement.		

Tabell 5: Personal data concerning project/advisory committee and subgroup members

What personal data do we collect about remunerated staff members?

Purpose	Type of processing performed?	Categories of personal data
- To pay remuneration.	- Storage of personal data by the Vice President - Transfer of personal data to consultancy companies - Sending pay slips digitally or by post	- Address - Email address or LiU ID - First name and surname - Bank account details - Personal identity number
Legal basis: <i>Performance of contract.</i> The collection of the above data is necessary in order to be able to pay the remuneration agreed for the assignment.		
Retention period: Pay slips are stored as specified in the Bookkeeping Act. Other data is deleted after the last remuneration is paid.		

Tabell 6: Personal data concerning remunerated staff

What personal data do we collect about individuals who are part of the student union management?

Purpose	Type of processing performed?	Categories of personal data
- To take out insurance for the individual..	- Transfer of personal data to Kårservice, which has contact with the insurance company	- Address - Email address or LiU ID - First name and surname
- To register as a holder of a company card and/or national card, if applicable.	- Transfer of personal data to a bank and/or Edenred	- Personal identity number
- To inform about activity-related information	- Storage of personal data in the form of a digital contact form	- Address - Email address or LiU ID - First name and surname
		- Point of contact in an emergency situation
Legal basis: <i>Performance of contract.</i> When an assignment in student union management is taken, an assignment contract is signed. <i>Consent.</i> In order to provide a company card, personal data is collected by consent.		
Retention period: Insurance data is stored for the duration of the insurance cover, i.e. for the duration of the management assignment. Personal data for the company card and the national card are stored for the duration of the management assignment.		

Tabell 7: Personal data concerning members of student union management

What personal data do we collect about individuals who are active in the student union by holding a position in the section? (President, Vice President, Health and Safety Officer, Student Educational Committee Chair)

Purpose	Type of processing performed?	Categories of personal data
- Obtain relevant information about activities related to your position - Obtain information about events for active student union members	- Storage of personal data in the form of an email list and digital contact form - Information sent by email	- Email address or LiU ID - First name and surname - Position in the section
- Enabling of communication with external parties in an emergency situation	- Transfer of telephone numbers to a relevant party in an emergency situation	- Telephone number
Legal basis: <i>Consent.</i> In order for a person holding a position in LinTek to be able to perform their duties, the possibility of communication both internally and externally is needed. The person provides consent for this.		
Retention period: Duration of the person's involvement.		

Tabell 8: Personal data concerning individuals who are active in the student union by holding a position in the section? (President, Vice President, Health and Safety Officer, Student Educational Committee Chair)

What personal data do we collect about individuals who wish to be reimbursed for personal expenditure?

Purpose	Type of processing performed?	Categories of personal data
- Provide reimbursement for personal expenditures	- Use of data to make payment in the bank - Accounting of the payment	- First name and surname - Bank account details
Legal basis: <i>Consent:</i> The personal expenditures form contains space for written consent.		
Retention period: As specified in the Bookkeeping Act. (in swedish)		

Tabell 9: Personal data concerning personal expenditures

What personal data do we collect about candidates or nominees for an elected position?

This refers to positions that are filled through elections by the Student Union Council or the Student Union Board.

Purpose	Type of processing performed?	Categories of personal data
- Fill elected positions	- Handling of personal data by the Nomination Committee during the application period - Provision of CV and personal letter to the body conducting the election (Council/Board), during the period in which the election is being held - Drafting of the nomination text to be sent out in documents for the meeting. - Handling of nominations received	- First name and surname - Personal data in CV and personal letter
- Fill elected positions which also serve as signatory	- Entry in the election record - Notification to the Swedish Companies Registration Office	- Personal identity number
Legal basis: <i>Balancing of interests:</i> It is in the candidate's interest to provide sufficient information about himself/herself in order to be elected and to be contacted about the election.		
Retention period: CVs and personal letters are stored until the decision is taken by the decision-making body. Personal identity numbers of signatories are stored in the original minutes until further notice, but are anonymised for the minutes that are published. <i>Consent</i> is obtained in order to process the relevant personal data of the elected persons in accordance with the procedures for the position concerned.		

Tabell 10: Personal data concerning candidates/nominees for an elected position

What personal data do we collect about candidates or nominees for a non-elected position?

This refers to positions filled by group or advisory committee leaders.

Purpose	Type of processing performed?	Categories of personal data
- Fill elected positions	- Handling of personal data by the persons responsible for setting up the group - Handling of nominations received	- First name and surname - Email address - LiU ID - Telephone number - Personal data in CV and personal letter or equivalent
Legal basis: <i>Balancing of interests:</i> It is in the candidate's interest to provide sufficient information about himself/herself in order to be elected and to be contacted about the election.		
Retention period: CV and personal letter or equivalent questions are stored until the selection is completed. The personal data of those who have not been selected is deleted after the selection is completed. The person responsible for the selection obtains consent in order to process the relevant personal data of the selected persons in accordance with the procedures for the position concerned.		

Tabell 11: Personal data relating to candidates/nominees for a non-elected position

What personal data do we collect about candidates for the Student Union Council?

Purpose	Type of processing performed?	Categories of personal data
- Conduct elections for the Student Union Council	- Collection of personal data on candidates by the Electoral Board for the application period	- First name and surname - LiU ID - Photograph - The personal data provided by the candidate in their descriptive text
	- Availability of information on candidates for the constituency during the application period	- First name and surname - Photograph - The personal data provided by the candidate in their descriptive text
Legal basis: <i>Balancing of interests:</i> It is in the candidate's interest to provide sufficient information about himself/herself in order to be elected and to be contacted about the election.		
Retention period: CV and personal letter or equivalent questions are stored until the selection is completed. The personal data of those who have not been selected is deleted after the selection is completed. The person responsible for the selection obtains consent in order to process the relevant personal data of the selected persons in accordance with the procedures for the position concerned.		

Tabell 12: Personal data concerning candidates for the Student Union Council

What personal data do we collect about members of a peer student group/party organising group?

Purpose	Type of processing performed?	Categories of personal data
- Enable communication with co-organisers before and during the welcome period	- Storage of personal data in the form of a digital contact form - Welcome Weeks Officer/Welfare and Student Support Officer can contact the peer student group concerned in an emergency situation - Distribution of activity-related information and notices	- First name and surname - Telephone number - Email address - Section affiliation
Legal basis: <i>Consent.</i> Consent is obtained when the contact details are collected.		
Retention period: During the work period before the welcome period, as well as during the welcome weeks. The data of the group leaders is also saved during the welcome weeks follow-up work.		

Tabell 13: Personal data concerning members of peer student groups/party organising groups

What personal data do we collect about individuals who contact LinTek for advice and support about their situation?

Purpose	Type of processing performed?	Categories of personal data
- Managing the student cases received by LinTek	- Processing of personal data by the person in whom the student has confided	- The contact details that the student chooses to provide
Legal basis: <i>Balancing of interests.</i> Information on the processing of personal data is available on the website, where LinTek's contact details can be found. This information is also available in LinTek's email signatures. It is very difficult to obtain written consent every time LinTek is contacted, and it is important for members to be able to contact LinTek. This consequently becomes a balancing of interests. <i>Consent.</i> After the initial receipt of the case, the consent of the person is required for further processing of the matter.		
Retention period: During the period the case is handled.		

Tabell 14: Personal data concerning persons in connection with support or advice

4.2.1 Event registration

What personal data do we collect about individuals who register for one of our events?

Purpose	Type of processing performed?	Categories of personal data
- Ensure that only registered people attend the event	- Responsible persons have access to the list of registered persons to check the registration - Distribution of relevant information about the event	- First name and surname - Email address or LiU ID
- Selling tickets to events	- Checking whether you are a student union member and/or a student at LiU	- LiU ID
- Where refreshments are provided: ensuring that special dietary requirements are met	- Submission of a list of special dietary requirements to any third-party caterer - Distribution of food that meets special dietary requirements	- First name and surname - Special dietary requirements
- Being able to take payment for events	- Preparation of invoices or other payment documentation - Storage of accounting data	- Invoicing details or other data needed for payment
- Enabling company events with student contact	- Submission of CVs and personal letters to the contact person of the participating companies before the company event	- The contact details that the student chooses to provide in the CV and personal letter - First name and surname - LiU ID - Email address
Legal basis: <i>Consent.</i> Collected upon registration for the event. <i>Balancing of interests:</i> It is in the interest of the person registering to be able to purchase tickets to events organised by LinTek and to benefit from discounted prices where appropriate.		
Retention period: For as long as the data is relevant for performance of the event and until other necessary processing, such as payment, has been completed. Any accounting data arising in connection with payment for events are kept in accordance with the Bookkeeping Act (in Swedish).		

Tabell 15: Personal data regarding event registration

Purpose	Type of processing performed?	Categories of personal data
- Be able to enter into partnerships with external parties	- Establishment and storage of contracts - Issuing of invoices and related processing	- Address details - Contact person (where relevant) if the contract is signed with a company - Name of the person signing the contract (where relevant) and their position in the company - Invoicing details/Account details - First name and surname/Company name - Personal/corporate identity number
Legal basis: <i>Performance of contract.</i> The contracts LinTek signs with external parties contain information on how the contract is processed.		
Retention period: Provided that the purpose of the contract is fulfilled, the contract is saved for the duration of the contract or for as long as it has economic significance. If the contract is not fulfilled, and is deemed to be capable of being fulfilled, the contract is saved until both parties have fulfilled the requirements of the contract. When the contract no longer needs to be saved for the above reasons, the contract will be anonymised or destroyed, depending on whether the person responsible at LinTek deems that the contract needs to be saved as a future reference point.		

Tabell 16: Personal data regarding contracts

4.2.3 Meeting minutes

What personal data do we collect about participants in a meeting for which minutes are kept?

Purpose	Type of processing performed?	Categories of personal data
- Managing minutes in accordance with the <i>By-laws</i> - Enabling transparency and safeguard members' rights - Ensuring that LinTek's activities are conducted in a democratic manner	- List of attendees in the minutes - Recording of reservations and motions for resolutions in the minutes - Verification of the verifier of the minutes, and signature of the chair and secretary of the meeting - Making minutes available to members on the website, and archiving physical and digital originals	- First name and surname
Legal basis: <i>Public interest.</i> It is in the interest of the organisation and its members to enable transparency in the organisation.		
Retention period: Until further notice.		

Tabell 17: Personal data regarding meeting minutes

4.2.4 Study monitoring

What personal data do we collect for the purpose of carrying out study monitoring?

This refers to the persons on the mailing list for the monitoring in question and those responsible for carrying out the monitoring.

Purpose	Type of processing performed?	Categories of personal data
- Conducting course evaluations	- Storing course evaluations digitally - Compilation of course evaluation - Distribution of the evaluation to the mailing list and the responsible persons - In cases where action needs to be taken because of the content of the evaluation or for purposes of feedback/summary, an anonymised version of the evaluation may be sent to the third party concerned	- Position - First name and surname
Legal basis: <i>Balancing of interests.</i> It is in the interest of data subjects that study monitoring takes place.		
Retention period: 7 years.		

Tabell 18: Personal data regarding study monitoring

4.2.5 Company

What personal data do we collect about companies in order to conduct relevant commercial work?

Purpose	Type of processing performed?	Categories of personal data
- Conducting commercial work that is relevant to the students of LiTH	- Storage of contact details of companies with which LinTek collaborates	- Company name - Contact information used in the last collaboration, e.g. telephone number or email - Contact person (name and position in the company)
Legal basis: <i>Balancing of interests.</i> It is in the interest of both LinTek and the company that there are good opportunities for future collaboration.		
Retention period: Three years from the last collaboration.		

Tabell 19: Personal data regarding commercial work

What personal data do we collect about companies in order to conduct the LARM career fair?

Purpose	Type of processing performed?	Categories of personal data
- Enable the company's participation in LARM according to the company's wishes	- Storage of contact details for companies in the form of a digital contact register - Transfer of data about the company to the respective responsible host	- Invoicing information - Company name - Contact person - Email address - Telephone number - Data on representatives from the company, e.g. special dietary requirements
Legal basis: <i>Performance of contract.</i> The contracts LinTek signs with external parties contain information on how the contract is processed.		
Retention period: Data on company representatives is kept until LARM is completed. Other data on the company's participation are kept for three years from the last time the company participated in LARM.		

Tabell 20: Personal data regarding LARM

4.2.6 Officials

What personal data do we collect about officials of LinTek?

Purpose	Type of processing performed?	Categories of personal data
- Being able to write employment contracts - Ensuring that a pension can be obtained - Paying salary - Communicating activity-related information	- Creation and storage of employment contracts - Transfer of data to pension companies - Transfer of data to consultancy companies - Sending pay slips digitally or by post - Storage of personal data in the form of a digital contact form	- Address - First name and surname - Bank account details - Personal identity number - Email address
Legal basis: <i>Performance of contract.</i> The official signs an employment contract at the beginning of the assignment, so that LinTek and the official know what the terms of the employment are.		
Retention period: Data on the official's employment are stored for ten years for the purposes of issuing an employment certificate or acting as a reference. Bank account details, personal identity number and contact details of the official are deleted two years after the end of their employment.		

Tabell 21: Personal data of LinTek officials

4.3 Alumni activities within LinTek

At the end of active financial year of those holding a position in LinTek, the leader of the relevant body is responsible for obtaining consent for the email address, position and active financial year to be saved for the purpose of conducting alumni activities.

4.4 Correspondence

4.4.1 Email

In principle, the handling of email always involves processing personal data. The email address itself is usually personal data, and any other information in the message that can be linked to an individual is also personal data. The premise is that an activity needs to deal with incoming email; this is supported by the legal basis “balancing of interests”. Once the email is received and processed, the recipient must decide whether and for how long to save the message.

LinTek works to minimise the amount of personal data that is both sent and received by email by – where data is deemed to need to be retained for future purposes – moving the data to other systems, where it can be stored and possibly shared for limited periods of time.

Email containing personal data should, as far as possible, be deleted as soon as possible. If an email containing sensitive personal data needs to be saved, the anonymised content of the email should be saved elsewhere and the original email deleted.

For outgoing correspondence, the sender of the email is responsible for using “blind copy”, if deemed necessary. Emails should also, as far as possible, only be sent to those parties who need the information to carry out their work.

At the end of each financial year, the LinTek Vice President is responsible for deleting all email addresses, and associated files, that will no longer be used in the organisation. Each person who uses a “position-specific” email address is responsible for clearing the account of data that no longer serves the organisation.

On the website where there is information about email addresses, there is also a link to this procedure to provide information about how personal data is handled in connection with email. This link can also be found in LinTek’s email signatures.

4.4.2 Social media

Correspondence received on LinTek’s social media accounts should, where possible, be deleted as soon as possible.

What LinTek posts on social media accounts is done to provide information about its activities. However, LinTek should consider, for each specific case where personal data is involved, whether there are other ways to disseminate the information, containing less personal data. At the end of each financial year, LinTek’s Marketing Officer is responsible for clearing LinTek’s social media accounts of any information or updates containing personal data that are no longer of use to the organisation.

4.4.3 Contact form on website

Submissions made via the contact form on the website are sent via email to position-specific addresses within LinTek’s full-time group, depending on the subject selected in the form. If the selected subject is “Education”, for example, the email will be sent to the Education Officers at LinTek. Handling of this email is then done as specified in section 4.4.1 of this procedure.

4.4.4 Case management form

There are two case management forms linked on the website. One is for programme/education issues and one is for the mental and physical working environment. The Education Officer and the Welfare and Student Support Officer are responsible for and have access to the respective form. Personal data submitted via the forms is stored while the case is being processed, but are deleted after processing is completed.

4.4.5 Work phones and work computers

LinTek staff who have work phones and/or work computers should not use their personal devices to perform their work. All LinTek devices must be password protected or equivalent, and must be locked when they can

4.5 Documentation

Representatives who attend meetings on behalf of LinTek and find it necessary to take notes should, as far as possible, not include personal data of any kind in the notes. If the representative finds it necessary to record personal data, the representative should promptly anonymise or erase/destroy them. The notes should be stored where only interested parties have access to them. Dissemination of the notes is prohibited without the consent of the person whose personal data is contained in the notes.

4.6 Cookies on the website

Our website uses cookies. Cookies are used for certain functions that improve our web pages for the user or give us statistics about the use of the website.

We use the following types of cookies on the website:

1. Session cookies
This is a temporary cookie that expires when the browser is closed. This cookie is used for those who log in as administrator.
2. Third-party cookies
These are cookies set by a third-party website. LinTek uses this to analyse traffic on the website.

By law, everyone who visits a website must be informed about what cookies are used for. The user must also be given the opportunity to consent to the use of cookies to store or collect data. Most browsers allow cookies to be blocked.

4.7 Personal data processing in case of suspension from welcome activities

The personal data processed is used to ensure the suspension of actors who have violated the welcome weeks policy from all the student union buildings during the entire welcome period.

When an actor is suspended from the welcome weeks activities, this person is allowed to meet the person in charge at the student unions and discuss the conditions for suspension. After this meeting, the person is added to the list on Drive, which is owned by the Welfare and Student Support Officers of the student unions (LUST-S). The list is shared with the Operations Managers of Kårservice, who have the right to view the list but do not have editing rights. The Operations Managers are responsible for ensuring that the relevant information from the list is available to those checking LiU IDs at the entrance to the student union buildings. This is done as follows: The Operations Managers verbally inform the Day Manager of the names and personal identity numbers of the suspended persons. The Day Manager verbally informs the entrance hosts and guards of the names and personal identity numbers of the suspended persons.

The personal data on the list are the personal identity number and name, which are taken from the signed peer student agreement.

When a person is placed on the list, an end date is set for when the suspension will end. Once the end date has been reached, that person should be removed from the list. LUST-S is responsible for this. When the welcome period is over and all suspensions have expired, the list is deleted by LUST-S. A new list will be drawn up for the next welcome period.

4.8 Lists

LinTek maintains a list of personal data processing operations. This register is drawn up in writing, is available in electronic format within the organisation, and is kept up to date. Upon request, the register must be made available to the Swedish Data Protection Authority. The list contains information on the major registers that LinTek keeps (e.g. membership register), the mailing lists containing private email addresses that are active, the

parties with whom LinTek has data processing agreements, the ongoing or completed processing operations LinTek has, and a register of the major contracts LinTek has entered into.

5 Personal data breaches

5.1 Definition

A personal data breach is a security breach that may put people's freedoms and rights at risk. The risks may include loss of control over data or restriction of rights. For example, a personal data breach has occurred if data relating to one or more individuals have been destroyed, lost or has fallen into the wrong hands.

5.2 Handling of personal data breaches

In order to easily detect personal data breaches, the membership system automatically logs all actions performed in the system.

In the event of a personal data breach, LinTek is responsible for reporting this to the Swedish Data Protection Authority within 72 hours of the breach being discovered. An exception to this is in cases where the breach is to be reported under the **Protective Security Act (2018:585)** (in swedish) or regulations issued in connection with that Act.

LinTek is responsible for immediately informing the persons affected by the personal data breach if there is a high risk that their rights and freedoms may be affected, for example if there is a risk of identity theft or fraud.

All personal data breaches are documented and stored at LinTek.

5.2.1 Personal data breaches at processors

In cases where LinTek has engaged a processor and a personal data breach occurs at that party, the processor must, according to the agreement, immediately report this to LinTek, which then notifies the Swedish Data Protection Authority of the breach and informs the data subjects.

6 Interpretation

The Presidium has precedence in interpretation in the event of questions concerning the interpretation of the procedure.

7 Changes to the procedure

Changes to the procedure are decided by the Board, and the new version is posted on the website.