



# **Collection and Handling of Personal Data Guideline**

**The Guild of Chemical Engineering and  
Biotechnology**

**The Student Union at Lund University, Faculty of Engineering**

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This document is a translation of the Swedish version. If there are conflicting meanings, the Swedish version is the correct one.

The first translation was made on the 18th of August 2023.

## §1 History

The guideline was established at the Board's fifth meeting in 2018 and was updated at the Board's seventh meeting in 2018 and most recently at the Board's eighth meeting in 2018.

## §2 Purpose

The purpose of the Guidelines is to make it easier for the Section's committee when collecting and handling personal data for various events and functions so that the new personal data law GDPR (General Data Protection Regulation) is followed. This EU regulation was introduced on 25 May 2018 and thus replaced the previous PUL (Personal Data Act). This Guideline is intended as a complement and clarification of the Student Union at Lund University's Policy for the use and handling of members' personal data, more oriented towards the activities that our Guild conducts.

## §3 Collection of Personal Data

### §3:1 When Collection of Personal Data is Allowed

The Guild's committees may collect personal data for events that require this. If there is no clear reason why the personal data should be collected, it should be avoided as much as possible. The collection takes place by sending out forms or in connection with the release of a payment link/registration link.

The board collects volunteer's data every year in connection with their taking up their posts. This is for the purpose of being able to facilitate the administration of mail aliases and the issuing of accesses, but also to have a collective bank of contact details should something happen.

The treasurer collects information continuously during the year when officials have made expenditures on behalf of the Guild, so that these people can get the money back.

### **§3:2 Which Personal Data are Allowed to be Collected**

Personal data that may be collected by the Guild is:

- Name and surname
- Grade
- Food preferences
- Email address
- Telephone number
- StiL ID
- Lucat ID
- Account number

### **§3:3 Information to the One Handing Out Their Personal Data**

When collecting personal data, the following must appear in the form/submission:

- Why the data is needed
- If something deviates from the points in § 3:4
- That more information about how the Section handles personal data appears in this document

### **§3:4 General Information**

Följande gäller om inget annat anges vid insamlingstillfället:

- It is the committee that collects the personal data that is responsible for its use and that it is then deleted.  
Contact information for the committee and the committee leader can be found on the Guild's website
- The personal data will only be shared with the committee that collected the data
- Which personal data is processed can be seen from the form questions, but a committee may not collect personal data in addition to those listed under § 3:2
- Deletion of the personal data takes place within two weeks after the end of the event
- The personal data is saved on a decentralized cloud service

You who disclosed your personal data also have the right to the following:

- To gain access to your personal data that has been collected
- To have incorrect personal data

corrected

- To have the data deleted if it is no longer necessary
- To submit complaints to the Data Inspectorate

### **§3:5 Consent**

The most important part in the collection of personal data is consent. The consent must be documented in writing, so it is not enough to verbally consent to the data collection.

If there is no consent, the person's data may not be saved either. Even if the person has once given their consent, they can withdraw this at any time.

## **§4 Handling of Personal Data**

### **§4:1 Responsible**

The Board is always ultimately responsible for all personal data that is collected when these are saved in a Team Drive or alternatively in the bank management program, for which the Board is responsible. However, the official who collected the data is responsible for handling the data during the event or the purpose for which it is intended.

Persons who have given out their information can contact the person in charge of personal data and gain access to the information that the person in question has shared. However, this person cannot see other information besides his/her own.

### **§4:2 Obligation to Report**

It is important that collected personal data is not forwarded to third parties or used for purposes other than those for which they are intended.

Should a personal data incident occur, i.e. if personal data is accidentally or illegally destroyed, lost or changed, this must be reported to the Board. The Board then reports this to the parties concerned and the Data Protection Authority within 72 hours of the incident.

### **§4:3 Deletion**

After the end of the event, all collected personal data must be deleted. The volunteer who collected the data is responsible for the deletion of the personal data.

Persons who have given out information can at any time request to have their information deleted without any particular reason. Deletion must also take place if the person withdraws their consent.