

**UPPSALAEKONOMERNA  
STUDENT UNION**

# **PRIVACY POLICY**







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## 1. Introduction

Uppsalaekonomerna Student Union (817602-0678) is a student union for all students at the Department of Business Administration, the Department of Economics, the Department of Statistics and the Department of Economic History at Uppsala University.

Described below is how your personal data is processed by Uppsalaekonomerna Student Union. Personal data is processed differently for different purposes as described below.

If you have questions or comments about the privacy policy, you are welcome to contact [yordf@uppsalaekonomerna.com](mailto:yordf@uppsalaekonomerna.com). You have rights under the General Data Protection Regulation, which you can read more about at the bottom of this policy.

The Board of Uppsalaekonomerna Student Union is responsible for updating and changing the policy in accordance with new laws, rules and procedures regarding the General Data Protection Regulation.

In the event of a dispute, the Swedish version of this policy shall always prevail over translated versions in other languages.

Read more about the General Data Protection Regulation at <https://www.imy.se/>.

Read more about Uppsalaekonomerna Student Union at <https://uppsalaekonomerna.se/>.

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## 2. Processing

The purposes for which Uppsalaekonomerna Student Union processes personal data are described below. Under all purposes, the intention of the processing of personal data and the storage period of personal data is described. Personal data is categorised and may be used and saved during the processing of personal data.

Personal data we use and save is categorised as follows:

- Name
- Contact details
  - Address
  - E-mail address
  - Telephone number
- Social security number, which is saved in order to verify your information and to retrieve and update your civil registration address.
- Picture
- Dietary preferences
- Payment information
- Purchase information

Legal basis for personal data processing:

- Performance of contract (your membership with Uppsalaekonomerna Student Union)
- Informed consent
- Balancing of interests

More information about the legal basis for personal data processing can be found here:

<https://www.imy.se/en/organisations/data-protection/this-applies-according-to-gdpr/>.

### 2.1 Membership

#### *Purpose*

Uppsalaekonomerna Student Union keeps a membership register of all members of the union. According to the Higher Education Act, Chapter 4,

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Section 14, a student union is obliged to keep a register of its members. The membership register is used to verify that you are an ordinary member, and thus have the right to vote at Uppsalaekonomerna Student Union's general meetings, if you are a support member or if you are an honorary member.

Membership and membership registers are stored in the membership system UniCore, which is owned and managed by Mecenat AB. Hence, personal data is shared with a third party, Mecenat AB, in order for them to be able to offer student-tailored discounts and the Uppsalaekonomerna Student Union's membership card. The handling of this personal data is specifically regulated in an agreement with Mecenat AB.

#### *Automatic renewal of membership*

Your membership will be automatically renewed at each semester change as long as you are registered on a course at Uppsala University (with the exception of Campus Gotland) and have not requested withdrawal from the union (read more about how to request withdrawal in the Uppsalaekonomerna Student Union's statutes).

#### *Storage period*

Personal data is stored during the entire contract period, i.e. during the entire period of study. Personal data may be stored for up to 12 months after the end of the study period.

### **2.1.1 Honorary member**

#### *Purpose*

The general meeting of Uppsalaekonomerna Student Union can choose to appoint a person as an honorary member through a proposal or motion. Uppsalaekonomerna Student Union keeps a register of all honorary members. Personal data is handled in the member register and in the protocol of the general meeting. The member register and the protocols are used to verify whether you are an honorary member, and thus also exempt from any membership fee.

#### *Storage period*

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Personal data is stored until you as an honorary member wish to withdraw, or up to 12 months after the death of the honorary member.

## 2.2 Events and activities

### *Purpose*

Uppsalaekonomerna Student Union uses personal data to administer registrations for the union's events and activities. The data may be shared with third parties such as sponsors and nations when it is relevant for collaboration with the party for administration of, for example, participant numbers or dietary preferences.

You authorise us to use your personal data for events and activities through an agreement (membership) and consent when registering.

### *Storage period*

Personal data is stored for up to 12 months after completion of the activity.

## 2.3 Meeting formalities

### *Purpose*

Uppsalaekonomerna Student Union may use and save personal data at board meetings, other meetings and general meetings in order to record the powers and tasks you as a member have at the meetings. These are saved to be used as a basis for decisions and future decisions and discussions.

Personal data is used when sending out invitations as well as names noted in the protocols, which are posted on Uppsalaekonomerna Student Union's website. Protocols can also be shared with third parties if necessary, for example to show who holds company and account subscription rights. Information that is saved is name, in some cases social security number, degree of membership and any other information that is important for the meeting. Personal data that may be of a sensitive nature is not saved.

### *Storage period*

Personal data in protocols and invitations are archived when they have a historical value for Uppsalaekonomerna Student Union (for example protocols of

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general meetings and board meetings). If they are not archived, protocols are stored for two years and invitations for one year.

## **2.4 Election Committee**

### *Purpose*

Personal data is used to enable the Election Committee to process and nominate the candidate(s) the committee finds most suitable for an elected position in Uppsalaekonomerna Student Union. The Election Committee handles information when receiving applications, sending out interview invitations, information and notes taken in connection with interviews and email contact with candidates. In addition, the names of nominees, and in some cases the reasons for the nomination, are read out at the relevant meeting.

The Election Committee may handle personal data such as name, contact details, elected positions applied for, other information provided during the interview with the applicant, and the Election Committee's nomination itself.

### *Storage period*

Personal data is stored for one semester, i.e. the semester in which the application for nomination has taken place.

## **2.5 Accounting, orders and purchases**

### *Purpose*

Personal data is saved to meet accounting requirements and to be able to defend ourselves against legal claims.

For example, Uppsalaekonomerna Student Union saves data in accounting systems, or when required locally. Categories of personal data we save: Name, social security number, contact information (such as address, e-mail and telephone number), payment information and purchase information. This is done in accordance with, among other things, the Accounting Act and the Tax Procedure Act.

### *Storage period*

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Seven accounting years after the accounting event, then in order to handle any remaining complaints and warranty cases up to 10 years (general limitation period).

## **2.6 Education related cases**

### *Purpose*

Personal data may be handled in case matters that concern the Education Committee and student and doctoral student representatives. In cases, the Education Committee and the student and doctoral student representatives have a duty of confidentiality.

### *Storage period*

Data is stored until the case is closed, alternatively a maximum of 18 months after the start of the case.

## **2.7 Personal cases**

### *Purpose*

Personal data may be processed in personal matters handled by the Presidency of the union (read more about the Presidency's obligations in the Uppsalaekonomerna Student Union's regulations and Uppsalaekonomerna Student Union's Policy). In personal matters, the Presidency has a duty of confidentiality.

### *Storage period*

Data is stored until the case is closed, or a maximum of 18 months after the start of the case.

## **2.8 Marketing**

### *Purpose*

Personal data such as pictures, names and other information can be used for marketing purposes on our social media, by email or on our websites [www.upsalaekonomerna.se](http://www.upsalaekonomerna.se) and [www.kontaktdagarna.se](http://www.kontaktdagarna.se).

### *Storage period*

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Personal data is archived for 36 months. Individual pictures, names and information on our social media and websites may be retained for as long as the content is considered relevant.

## 2.9 Archiving

### *Purpose*

Uppsalaekonomerna Student Union saves historically interesting documents until further notice. These can be, for example, pictures, information in the member magazine Reversen and the like.

### *Storage period*

Uppsalaekonomerna Student Union saves these documents until they are no longer considered to be of interest or use to the union.

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### 3. Your rights

You have rights when it comes to your personal data. If you wish to exercise them, please contact [vordf@uppsalaekonomerna.com](mailto:vordf@uppsalaekonomerna.com). Below are the rights you have and what they mean.

#### 3.1 Right of access (so called register extract)

For a deeper insight into what personal data is stored about you, you can request an extract of this data.

#### 3.2 Right to rectification

You have the right to request rectification of your personal data if it is inaccurate or incomplete in relation to the purpose. This means, for example, that you have the right to have your data updated but not necessarily that you can complete an application after the deadline.

#### 3.3 Right to erasure

You have the right to request the erasure of your personal data if:

- The data is no longer necessary for the respective purposes for which it was collected or processed.
- You object to a balancing of interests we have made based on legitimate interest and your reason for objection outweighs our legitimate interest.
- You object to processing for direct marketing purposes.
- The personal data is processed in an unlawful manner.
- Personal data must be erased to fulfil a legal obligation to which Uppsalaekonomerna Student Union is subject.

Please note that we may have the right to deny your request if there are obligations that prevent us from immediately deleting certain personal data. Should we be prevented from meeting a request for erasure, we will instead block the personal data from being used for purposes other than the purpose that prevents the requested erasure.

#### 3.4 Right to restriction

You have the right to request the restriction of our processing of your personal data. If you contest the accuracy of the personal data being processed, you can

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request that the processing be restricted for the time necessary to verify the accuracy of the personal data. If the personal data is no longer essential for the established purposes, but you need it to establish, exercise or defend legal claims, you can request that Uppsalaekonomerna Student Union does not delete your data. If you have objected to a balancing of legitimate interests that has been made as a legal basis for a purpose, you can request limited processing for the time needed to check whether Uppsalaekonomerna Student Union's legitimate interests outweigh your interests in having the data erased. If the processing has been restricted according to any of the situations above, Uppsalaekonomerna Student Union may only, in addition to the actual storage, process the data to establish, exercise or defend legal claims, to protect the rights of another person or if you have given your consent.

### **3.5 Right to data portability**

If our right to process your personal data is based on your consent or the performance of a contract with you, you have the right to request that your data be transferred to you or another controller in a commonly used format. A prerequisite for data portability is that the transfer is technically feasible and can be carried out by automated means.

### **3.6 Right to object**

#### **3.6.1 Legitimate interest**

In cases where we use a balance 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, we must be able to demonstrate a compelling legitimate reason for the processing in question that outweighs your interests, rights or freedoms. Otherwise, we may only process the data for the establishment, exercise or defence of legal claims.

#### **3.6.2 Direct marketing**

You have the right to object to your personal data being used for any type of direct marketing. Direct marketing means all types of directly targeted marketing to you, such as mail and e-mail. In the event that you object to this type of marketing, Uppsalaekonomerna Student Union will cease the direct marketing aimed at you and the processing of your personal data for this purpose.

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