

Guidelines for handling personal data

The F-guild is under the auspices of Teknologkåren and must therefore also follow their *Policy for the use and handling of members' personal data* and *Guidelines for the use and handling of personal data*. This policy document is a specification for the handling of personal data of the guild's members.

1 Collection of personal data

Personal data such as name, starting year and programme are collected through forms on the website that the user has chosen to fill in. All personal data collected and the terms of use are set out in the guild's privacy policy.

Event registrations, including names, food preferences, user type, group and responses are used in event planning to calculate the number of people interested, to ensure that the right food is served and to arrange groupings.

The personal data is stored for the duration of the user's membership of the F-guild and/or for as long as the user is active on the F-guild website. The people responsible for the web will regularly delete inactive users.

2 Registration lists and forms

A large part of the guild's activities uses forms to collect personal data for various purposes. When collection takes place, the purpose of use, the retention period and how to be removed should be made clear. Therefore, all forms where the F-guild collects personal data should contain a checkbox with the following text as a starting point where [Evenemang] is the name of the event:

"F-sektionen inom TLTH kommer behandla dina personuppgifter enligt våra "riktlinjer för hantering av personuppgifter". Rörande personlig information som kontaktuppgifter och matpreferenser så kommer denna information sparas av F-sektionen inom TLTH tills att evenemanget är slut och kan komma att delas till externa parter för att uppfylla syftet för evenemanget.

Jag förstår och godkänner att mina personuppgifter är sparade som grund för att delta i [Evenemang]. Jag accepterar härmed att F-sektionen inom TLTH behandlar mina personuppgifter givna av detta formulär i samband med [Evenemang]."

"F-guild at TLTH will treat your personal data according to our "guidelines for the handling of personal data". Regarding personal data provided such as contact information and food preferences/allergies, this information will be saved by the F-guild at TLTH until the event has ended and may be disclosed to external parties to fulfill the purpose of the event.

I understand and agrees that my personal data is saved as grounds for participating in this event. I agree that the F-guild at TLTH will treat my personal data provided by this application in connection with this [Evenemang]."

3 Volunteers register

The F-guild has a volunteers Register to verify and manage which of our members are volunteers. Personal data is kept for up to 5 years after the end of the membership period in order to keep statistics and a history of who the guild has had as volunteers.

4 Accounting records

The F-guild handles accounting records according to the accounting law and therefore must keep any personal data there for 7 years by law. However, the F-guild must manage the data correctly. Personal data in the accounting records should only be stored and processed for accounting and bookkeeping purposes.

5 Rental contract

Rental contracts are used by the F-guild as documentation and legal basis for activities with external parties when renting the guild's inventory. To ensure that the guild's rental customers (persons, organisations, companies) are aware of what data will be handled and stored, rental contracts must clearly state this. Below is an example that is a good starting point for personal data management in all rental contracts.

"The F-guild within TLTH will process your personal data in accordance with our "Guidelines for the Handling of Personal Data". Concerning personal information such as contact details, this information will be kept by the F-guild of TLTH until the rental is completed.

I understand and agree that my personal data is stored as a basis for this rental. I hereby accept that the F-section of TLTH processes my personal data given by this contract in connection with the rental."

6 Project plans

Project plans are used by the F-guild as documentation and legal basis for activities with members when starting up projects. In order to ensure that the section's project members are aware of what data will be handled and stored, the project plan must clearly state this. Below is an example that is a good starting point for personal data management in all project plans.

"The F-Guild within TLTH will process your personal data according to our "Guidelines for the handling of personal data". Concerning personal information such as contact details, this information will be kept by the TLTH F-section until the project is completed.

I understand and agree that my personal data is stored as a basis for this project. I hereby accept that the F-Guild of TLTH processes my personal data given by this contract in connection with the project"

7 The Introduction

The F-guild receives personal data from Teknologkåren in the context of the introduction for the purpose of contacting the newly admitted students. These personal data are deleted after the completion of the introduction.

8 Pictures

The guild obtains the exclusive right to pass on and sell the Guild's images to third parties and a non-exclusive right to use, copy and modify the image.

The photographer shall be able to link his/her name to an image posted in the image archive, so that the name appears in connection with the image. The photographer retains the non-exclusive right to use, copy and modify the image for the purpose of showcasing their skills, subject to the approval of those who can be clearly identified in the image.

Images should be published on the website no more than one month after the event, following a quality check. A selection of these images should in turn be published on social media.

If a person featured in an image wishes the image to be removed from any platform, it should be removed from that platform and no longer used there by the guild or the photographer.

9 Personal Data Incidents and Records Extraction

9.1 Personal data incidents

Should the F-guild be subject to a data breach or otherwise lose control of the data being processed, these events should be documented. The guild shall also notify the supervisory authority of the incident within 72 hours.

If the incident could lead to individuals being exposed to serious risks such as discrimination, identity theft, fraud or financial theft, the guild shall inform the data subjects of the incident so that they can take the necessary measures.

9.2 Registry extract

Any person has the right to request the personal data the guild holds on him or her. In order for the guild to release data on an individual, the individual must be able to identify themselves with an approved ID document. Individuals are legally entitled to request information about themselves free of charge once a year, but if they wish to request information more than once a year, the F-guild may charge an administrative fee, to be determined by the Board.

The Bureau is responsible on behalf of the F-guild to disclose personal data. Extracts from the register may not be released without the approval of the Bureau. If the Guild releases extracts from the register, this must be documented.