

Privacy Policy

Processing of personal data at
Linnaeus Union





Background

This document contains information about how personal data is processed by Linnaeus Union, the student union at Linnaeus University.

- Linnaeus Union follows the General Data Protection Regulation (GDPR).
- Linnaeus Union processes personal data in accordance with the European Parliament and Council Regulation (EU) 2016/679, hereinafter referred to as the General Data Protection Regulation, GDPR.
- Linnaeus Union is responsible for all personal data processing within its operations. This is general information about how personal data is processed by Linnaeus Union.

Data Controller – Data Protection Officer (DPO)

Linnaeus Union's board is the data controller for the processing of personal data. Elin Gunnarsson is the Data Protection Officer (DPO) at Linnaeus Union.

What does Linnaeus Union do with personal data?

Linnaeus Union processes personal data as part of our operations to fulfill our mission as a student union: "A student union's primary purpose is to monitor and participate in the development of education and the conditions for studies at the university," in accordance with the Student Union Ordinance (2009:769), Swedish Code of Statutes 2009:769. All personal data processing within Linnaeus Union is carried out to promote these purposes. The processing must also have a legal basis. Only the personal data needed for the purpose should be processed. Contact Linnaeus Union if you want more detailed information on how your personal data (as a member, employee, student/doctoral student, or partner) is processed.

Why do we process personal data?

We need contact information such as name, address, phone number, and email. Personal identity numbers are processed when necessary to securely establish your identity or to coordinate your data between systems to ensure consistency in the information about you, for example, in our membership system. This may also include information about your study pace, course, program, and other information about your studies at LNU.

What Personal Data Does Linnaeus Union Process?

There are various reasons why Linnaeus Union processes your personal data. The most common reason is that you are a student and are included in our membership system. We also work on other projects, such as the Buddy Program and New in Växjö/New in Kalmar, where we need to collect personal data to carry out the projects.

Our student and doctoral representatives work in accordance with the General Data Protection Regulation (GDPR), and the personal data they register is either information that you voluntarily provide to us or data that we receive from the university during the course of the case. The personal data is used only to the extent necessary for us to work on the case. The student representatives work under confidentiality, and information is not disclosed unless you, as a student, give your consent.

Most of this information is collected directly from you. For our membership system, we import files with information about admitted students that we receive from the Ladok unit at Linnaeus University. In

some cases, we also collect data from other sources, such as various partners. We inform you of the reason for this in each individual case.



Personal Data in Social Media

The Linnaeus Union may also process personal data on social media platforms such as Facebook, Instagram, and others, as posts on these platforms are considered public records. These personal data may also be temporarily archived.

How Are Your Personal Data Protected?

The Linnaeus Union ensures that the processing of personal data is protected by appropriate technical and organizational measures. These measures are designed to ensure a level of security appropriate to the risk involved in the processing. Security aspects should include confidentiality, integrity, and availability, as well as adequate technical protection. For example, this may involve limiting access to authorized personnel only or encrypting the data.

Who Can Access Your Personal Data?

Most of the information handled by the Linnaeus Union is not public records. However, documents such as statutes, steering documents, and minutes from board and member meetings are subject to the principle of public access. The Linnaeus Union will not disclose personal data to other parties without legal support.

Service Providers

To fulfill the purposes of processing your personal data, we share your personal data with companies that provide services to the Linnaeus Union, such as handling mailings. These companies are only allowed to process your personal data according to our explicit instructions and are not permitted to use your data for their own purposes. They are also legally and contractually obligated to protect your personal data.

Contract Partners and IT Providers

We use various IT services and IT systems in our operations. In some of these, personal data are stored and processed. We are committed to your privacy and the security of your data in all such handling. Some systems are installed locally with us, and only our personnel have access to the data. In these cases, no data is transferred to third parties. However, some systems are cloud solutions or installed with the provider, meaning that we transfer personal data to the provider. In these cases, the provider acts as our data processor and manages the data on our behalf and according to our instructions.

Web Analytics Companies

We use external providers for personalization and analysis of user behavior on our websites and for user feedback. These companies handle personal data as data processors on our behalf. The data involved primarily consists of data collected through cookies and is managed on an anonymous and aggregated level.

Rights Under the Data Protection Regulation

The General Data Protection Regulation (GDPR) grants you several rights concerning your personal data processed by Linnaeus Union:

Right of Access

You have the right to request information about whether Linnaeus Union processes personal data about

you, and to receive a free copy of the personal data being processed. Upon such a request, Linnaeus Union will also provide additional information about the processing, such as its purposes, categories of personal data being processed, anticipated storage period, etc.

Right to Rectification

You have the right to request that Linnaeus Union correct any inaccuracies in your personal data without undue delay. You can do this by contacting Linnaeus Union.

Right to Erasure

You have the right to request the deletion of your personal data from Linnaeus Union's systems if the data is no longer necessary for the purposes for which it was collected. For example, if you discontinue your studies and wish for us to remove your personal data from our membership system. Linnaeus Union obtains its personal data from Ladok, and if as a student you wish to be removed from Ladok's files, you must contact Ladok/Universitets- och Högskolerådet. There may be regulations that require Linnaeus Union not to delete your data, such as rules regarding public records.

Right to Restriction of Processing

You have the right to request that Linnaeus Union restrict the processing of your personal data, meaning that we will only process your data for certain specific purposes. Linnaeus Union will restrict processing in the following cases:

- If you contest the accuracy of the personal data and Linnaeus Union needs time to verify the accuracy.
- If Linnaeus Union no longer needs the data, but you request us to continue storing it because you need it to establish, exercise, or defend legal claims.
- If you object to the processing carried out by Linnaeus Union. Processing will be restricted until a balance is made between your reasons for objection and Linnaeus Union's compelling legitimate grounds.
- If you believe that we should delete your personal data, but we cannot do so for some reason.

Right to Object to Processing

You have the right to object to Linnaeus Union's processing of your personal data if it is used for direct marketing purposes. Such objection can be made at any time. If you object to direct marketing, your personal data may no longer be processed for such purposes.