

PERSONAL DATA POLICY

Translated: 2019-01-24

Revised: 2020-12-16

This is a translation of Föreningen Ekonomerna's Swedish policy "Personuppgiftspolicy". In case of ambiguity in matters of dispute, the Swedish version shall always apply.

BACKGROUND AND PURPOSE

The new data protection regulation (GDPR) was implemented in all EU countries on the 25th of May 2018. This entailed a number of changes and stricter rules for how companies and organizations process and store personal data. This also applies to the Föreningen Ekonomerna, who works to protect the integrity of each member. The following document aims to describe how the Association handles and stores its members' personal data.

There are several purposes for Föreningen Ekonomerna storing its members' personal data. The Association limits itself to purpose use, which means that the information given for, for example, an event, is only used for that specific event. The Association also uses data and storage restrictions, which means that the purpose is always to limit so that the need and storage length is limited to a short time as possible. Exact time frames for each type of information being stored is clarified further down.

The purpose of Föreningen Ekonomerna's collection and storage of personal data is to be able to work for the members' benefit, carry out educational surveillance for the members and other parts of the Association's purpose, such as arranging social and professional events. Thus, the Association needs to have the means to get in contact with its members to inform them of such matters.

Each member has the right to access their stored personal data and have it corrected if these are incorrect.

STATUTORY BASIS

Article 6 §1 of the General Data Protection Regulation states legal bases for the processing and storage of personal data, describing that at least one legal basis must be fulfilled in order to lawfully process and store personal data. Based on the legal

grounds stated in the paragraph, Föreningen Ekonomerna considers the first premise and the first part of the fifth premise to be followed, stating that “the data subject has given consent to the processing of his or her personal data for one or more specific purposes” and “processing is necessary for the performance of a task carried out in the public interest”, since the Association only stores information that the member has voluntarily provided, or that has been given by Stockholm Business School in the purpose of educational surveillance.

USAGE OF PERSONAL DATA

The following section presents how Föreningen Ekonomerna stores information about the members, what type of information is stored, why and for how long they are stored.

All data that is handled may under no circumstances be stored on or be downloaded to a personal computer unless there is a specified and inevitable purpose. If done so, the data needs to be deleted after the purpose has been accomplished. The Second Vice President is responsible for informing the committees and project leader/-s about this at least once each semester.

Google Drive

The Association has several Google Drive accounts. The personal data stored in these accounts include contact details to active members (defined as members holding any internal position) and trustees. The motivation to store this is to be able to reach out to members with relevant information. This information is to be deleted at the end of each project/mission and is thus being stored up to twelve (12) months. Each board member, committee chair and project member is responsible that this happens to their account respectively.

Ekonomernas Dagar

Ekonomernas Dagar is the Association's career fair and is held annually. This project handles two types of personal data: the personal data of the project group, associates, co-workers and business representatives, such as names and allergies; as well as the CVs sent in by members with the purpose of conducting the interview sessions during the fair. This information is being stored in order to be able to coordinate and carry out the fair to ensure that everyone is reached by the relevant information. All data is to be deleted upon the end of the fair.

Mecenat

The Association collaborates with Mecenat in order to provide student benefits to the members. The company, therefore, needs to manage information on the members in which lies the basis for the purpose of this storage. All information given to Mecenat is given by the member themselves upon membership registration. Information is stored during the time that the membership is active and two years after that, this in accordance with Mecenat's GDPR Policy. The Head of IT is responsible for clearing information at the start of each semester.

Podio

Podio is used as the Association's online workspace and internal channel of communication. Active members within the Association create their own account and the Association does not have access to these nor stores this information. The material available on Podio for internal use contains both current and previous documents, such as statutes, policies and project plans. The Second Vice President is responsible for ensuring that the documents uploaded on Podio do not contain any information that violates our Personal Data Policy. Every trustee is responsible for clearing their respective workspaces.

The Website www.fest.se

The website contains information about names and pictures of current representatives within the Association. The names of the Association's current marshals are also stated. Furthermore, there are also pictures and videos in order to promote the Association and its projects. See more regarding picture and video management under "Pictures and videos"

Facebook and Instagram

The information stored on our Facebook and Instagram accounts are pictures that are used for marketing purposes. Names of current trustees can appear in order to become familiar with the members and to be able to advertise respective position/project.

Pictures and videos

Pictures and videos are stored for marketing purposes. If a member finds a picture or part of a video of oneself and wishes to have it removed, the member always has

the right to request the picture/part be deleted. This is done by sending an email to marketing@foreningenekonomerna.se

Bonsai Campus

Bonsai is used for ticket sales for events. All information given to Bonsai is given by the members themselves upon ticket purchase. Information such as names, email addresses and potential allergies can be accessed with the purpose of contacting the ticket buyers. This information is deleted after the event and it is the responsibility of the project leader to do this.

Protocols

Protocols from board meetings and operational management group meetings contain names of the participants (board members and others present) and are being stored indefinitely for documentation purposes. These documents are stored on the website for three (3) years and on Podio, as well as in physical form at the Association's premises indefinitely.

Association Meeting Protocols

Protocols from Association meetings may include names and appendices with motivational letters and CVs. It should be made clear for the applicant that the application documents will be sent out together with the agenda. The President is responsible to review the documents for personal data and delete any sensitive personal information before sending out the agenda. These are deleted when the protocol is published. Protocols are stored on the website for three (3) years, as well as on Podio internally and in physical form at the Association's premises indefinitely.

Stockholm Business School

The student's personal information provided by Stockholm Business School (SBS) to Association is used for the purpose of reaching out to new students and providing them with information about, for example, where they can turn to for questions about educational surveillance and welcoming activities arranged by the Association. The information contains personal and contact information and is only stored during the period during which the welcome program is in progress. These are cleared immediately after the completion of the welcome program. The Vice President is responsible for the removal of this information.



DATA SECURITY

Föreningen Ekonomerna protects the security of storing the members' personal data. The Association, therefore, works actively to ensure the protection of the information and is obliged to report a potential infringement or potential data leakage to the Datainspektionen within 72 hours.

USAGE OF COOKIES

Cookies are small files that are stored on the user's browser for the different websites used. On the Association's website, cookies are used in order to collect statistics on how the website is used to improve its functionality and experience. Cookies saved on the page include information on which pages the user visited, as well as name and email used on the contact page. Users can delete cookies from their own browser at any time. The Association's website also has a pop-up section on how cookies are used on the page for informational purposes.

CONCLUDING REMARKS

For any questions that were not answered in this policy or other comments, please contact board@forneingenekonomerna.se or visit Föreningen Ekonomerna in House 1 Roslagsvägen 101, Kräftriket, 114 19 Stockholm. In case of failure or wrongdoing, or if a member does not consider this policy is complied with, please contact the Datainspektionen at datainspektionen@datainspektionen.se or 08-657 61 00.