

This document is a translation of the original document in Swedish "Reglemente för behandling av personuppgifter och dataskydd". If the information in English is different from the Swedish version, it is the Swedish version that applies.

Regulation for processing of personal data and data protection

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CHAPTER 1. GENERAL PROVISIONS

§1 Initial provision

This regulation contains provisions for how Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons regarding the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR) and law (2018:218) with supplementary provisions to EU's GDPR with changes and with the support of these issued constitutions shall be implemented within Medicinska Föreningen (MF).

§2 Responsibility

The Board has the overall responsibility when it comes to the processing of personal data and data protection and is assisted in this work by the Data Superintendent. But everyone who process personal data within MF's organization and use MF's computer- and IT-resources are responsible of applying the constitutions according to §1 and have the responsibility to follow this regulation. For every register of personal data and reoccurring and important personal data processing activity there needs to be a Union Body accountable.

§3 Data Superintendent

The Board chooses a Data Superintendent, after recommendations given by the Administration Committee. The decision to make someone Data Superintendent is effective until further notice. The Data Superintendent can be removed from their position by the Board, at any time.

The Data Superintendent's tasks are to:

- a) Oversee that the personal data within MF are processed correctly and according to good practice
- b) point out any defects in the processing of personal data to the responsible Union Body or the Board.
- c) keep the record updated according to §4

d) support and help the Union Bodies with their duties regarding processing of personal data so that the processing stays legal and correct and that the rights of the data subjects are being fulfilled and that the data subjects are being informed about these rights

e) decide if a decision must be made by the Board or the Union Council before personal data starts being processed or a register of personal data is being established according to §15

f) in the cases of personal data being breached lead and coordinate the Board's work according to §7.

§4 Records of data processing activities

The Board will make sure a record of personal data processing activities within MF is being kept according to GDPR article 30 and that this record is up to date. The record only needs to cover data processing activities that could create a risk for the data subjects' rights and freedoms, data processing activities that are not temporary and data processing activities that involve sensitive personal data according to GDPR article 9.1 or article 10.

§5 Sensitive personal data

Since sensitive personal data is processed according to GDPR article 9, the only people who are given access to said data are: employees or members in a position of trust that need access to the data in order to fulfil their duties. The personal data will be protected so that others cannot get access to it.

§6 Protected personal data

A subject who has reported that they have protected personal data, for example a secret address, will get a special marking in the registers where they appear. The data is thereafter only allowed to be processed so that MF fulfils its obligations towards the subject and may not be consigned in a way that jeopardizes the protection of the data.

§7 Personal data breaches

An employee, a member in a position of trust or a regular member who finds out about a personal data breach or suspects such personal data breach needs to, without delay, report this to the Board and the Data Superintendent. The Board will make sure that what has been reported hastily gets investigated and if necessary, hastily notifies the personal data breach to the supervisory authority according to GDPR article 33 and informs the concerned data subjects according to GDPR article 34. The Board will make sure that all personal data breaches are documented and that remedial actions are taken.

§8 Technical data protection

The Administration Committee and the Computer Commission are responsible for technical data protection and security according to GDPR article 32. They have the authority to issue prescripts treating these matters in order to achieve an adequate data protection.

CHAPTER 2. THE MEMBER REGISTER

§9 Responsibility and administration

The Administration Committee is primarily responsible for the member register. The management of the member register is done by the student union employees and in some cases by members in position of trust within the Administration Committee.

§10 Content

In the member register you can find MF members in every member category and students at Karolinska Institutet (KI) that are entitled to student membership according to the by-laws and the Higher Education Act. Every member or student can have these categories of data registered:

- a. name
- b. personal/identity number
- c. address and postal code
- d. phone number and email address
- e. data on the accuracy of the address
- f. data on member category
- g. data on education that is being undertaken at KI
- h. sectional affiliation
- i. data from LADOK relevant for membership such as registrations, admissions and examinations
- j. data on payments, sent invoices, member cards and such
- k. data on the subject's student union engagements within MF
- l. data on potential causes of action concerning members and disciplinary measures taken against members

§11 Consignment of data from the register

Data from the member register can only be consigned to the following parties outside MF:

- a. The data subject
- b. Printing company/distributor that has been hired by MF for addressing/printing of magazine or other printed matter that MF will distribute to its members.
- c. Company hired as personal data processor on behalf of MF.
- d. KI, on demand, according to 4 chapter 14 § 3 subparagraph Higher Education Act (1992:1434).
- e. Company hired for production and distribution of member cards and student discount cards

- f. MF members through MF's cadastral
- g. Stockholm Studentkårers Centralorganisation (SSCO) for Stiftelsen Stockholms studentbostäders (SSSB's) verification of student union membership for the benefit of student accommodation and housing queue.

§12 Exceptions from rules concerning consignment of data

The Board can decide on exceptions from the provisions in §11 in certain cases. Such decision is valid for maximally one year and for the number of consignment occasions that the Board decides upon. When it comes to consigning addresses of members for information/invitations, the consignment must be considered against the interest/benefit the members will have of this information. The Board can decide upon charging a fee when consigning data from the member register for directed information.

Instead of consigning data from the member register for the purpose of sending out information and invitations, one should consider letting MF manage the handling and sending of this information.

When data is consigned to a third party, an agreement containing this information must be written and signed: For how long the data may be used, how to keep the data updated and if it must be destroyed when it no longer may be used.

§13 Information to the data subjects

The Administration Committee will make sure to inform the data subjects according to GDPR article 12, 13 and 14 as well as communicate with the data subjects and will ensure that the data subjects' rights are being protected according to articles 15-22. The Data Superintendent and the administrator at the Student Union Office will be of assistance in these matters.

CHAPTER 3 OTHER REGISTERS OF PERSONAL DATA WITHIN MF

§14 Responsible Union Body

For every register of personal data and reoccurring and important personal data processing activity within MF there needs to be a Union Body accountable. This Union Body have the main responsibility for making sure that the laws according to §1 and this regulation are being followed when it comes to the Union Body's register of personal data and personal data processing activities.

§15 Establishing of register of personal data and new personal data processing activities

Before a Union Body process personal data, the Data Superintendent will be consulted concerning the legality of these data processing activities. Proposition of register disposition will be handed to the Data Superintendent according to §16. In hesitant matters, the Data Superintendent can decide that

the Board or – in cases concerning the Board – the Union Council shall decide if a register of personal data may be created or if a certain data processing activity may be carried out.

§16 Register disposition

For every register of personal data and reoccurring and important personal data processing activity, the responsible Union Body will establish a register disposition. This disposition will reveal the following about the register: Purpose, function, content, recipients of personal data from the register, on what legal ground the personal data is being processed, potential weighing of interests, storage time of the personal data and if the personal data will be transmitted to a third country.

§17 Personal Data Processor

If a personal data processor is hired, a personal data processor agreement must always be written and signed. Personal data processor agreements need to be approved by the Board.

§18 Report on register and personal data processing activities

It is up to each accountable Union Body to report the registers of personal data they have and the personal data processing activities they perform to the Data Superintendent. These will be registered by the Data Superintendent in the record of processing activities according to §4. Register disposition for the register in question, potential personal data processor agreements and information given to the data subjects according to article 13 or 14 also must be presented to the Data Superintendent. All changes made concerning the register disposition and how the personal data is processed will immediately be reported to the Data Superintendent.

§19 Register Prescripts or instructions

The Board or – in cases concerning the Board – the Union Council can decide upon specific prescripts (instructions when decided by the Union Council) that will apply to one or more registers of personal data and the processing of personal data within that/those register/-s.

§20 Information to the data subjects

The Union Body responsible for the register of personal data, or the person that has been delegated this task, will ensure that information is given to the data subjects according to GDPR article 12, 13 and 14 and communicate with the data subjects and make sure that the rights of the data subjects are protected according to articles 15-22. In difficult cases this can be passed over to the Data Superintendent. The administrator at the Student Union Office can be of assistance in these matters.