

## **Registry of conduct**

Contact information to responsible for data:

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## **Purpose Description**

When registering for membership, Stampus only collects the necessary information in order to apply for contributions for the business. With the exception of education and term, collected as statistical data. Data is also used to document staff records for alcohol-related programs and to strengthen membership in the closed company in case of supervision by the supervisory authority

Stampus collects personal information such as name, social security number, telephone number, e-mail address, home address, term and education.

When Stampus no longer needs the data for the purpose they are collected for - ex. When the membership expires, they should be deleted immediately.

## **Safety precaution**

It is the responsibility of the Data Protection Officer - Stampus Board of Directors - to take reasonable security measures to ensure that no third party has access to aggregated personal data. All personal data collected by our organization will be saved digitally, in our Google Drive. Google has a sufficiently high level of intrusion protection for this to be acceptable, as they hold a Privacy Shield certification. All members of the board should update their login information as they rise. They will not have the same username and password as their representative. If they are logged in to Driven on their mobile devices, these devices must be locked with a security code. If a member of the board has his/hers mobile and/or computer stolen, he/she will immediately update his/hers login information and inform Stampus chairman of the event. In some cases, we will have personal data collected in paper size. This may include receipt papers and forms. These must be transferred digitally to our Drive as soon as possible and then the paper versions will be deleted. While stored in paper format, they must be unavailable to third parties, preferably at Stampu's office at Borgen and locked in a cabinet.

# Procedures for managing personal data

The following routines are applicable to all involved in Stampus's activities such as the board, election committee, committees and projects.

- An updated version of the Data Protection Policy, as well as document of consent for registration, should be available at [www.stampus.com](http://www.stampus.com), and refer to persons who wonder how Stampus works with personal data.
- All assets shall be informed upon access on existing data protection policies and procedures for handling personal data. The Board is ultimately responsible for ensuring that this is done.
- All assets that use an email, whether it is a private email address used in Stampus Purpose or an email address under Stampus Domain, will continuously clear their emails and, upon completion of their mission, clear all sent, received and deleted email. The emails allowed to be saved are those needed to run the business. If contact information is saved, these should preferably be concretized in a document on Google Drive and not as a saved email conversation.
- All assets that use an email, whether it's the same private as used in Stampus's purpose or an email address under Stampus domain, should in addition to their email signature have the following text: "Your email may be saved during a period. For information on how we treat personal information, visit <http://stampus.se>".
- When collecting personal information, careful consideration should be given. Examples of situations where personal data are collected is e.g. member registration, working in bar teams or the like. All data collected must be motivated. Ex. The reason why we need to know the social security number and address. When Stampus no longer needs the data for the purpose they are collected for - ex. When the membership expires, they should be deleted immediately.
- Stampus members' personal information is sent to a third party: Studentkortet. They provide Stampus with digital membership cards and members with student discounts. Studentkortet follows, like Stampus, the Data Protection Association's rules.
- Prior to each new academic year, review and, if necessary, update information regarding personal data handling and consent assigned to member registration
- All consent for the collection of personal data must be documented in the drive.
- When shooting, take into account the following:
  - Documented consent is required, except for mingle pictures. This occurs at member registration.
  - In cases where mingle pictures are taken, this can happen without consent if the purpose is to inform about the activity. Those photographed will receive information on how these images may be used and how and who they can contact to object to this.
- Personal data for project members, nomination committee, board and auditors shall be deleted when they have completed their confidence period. If they choose to leave their post before this period expires, their personal data will be removed immediately.

- Consent for membership registration shows conditions for Stampus handling and storing images from its activities and other events