

## **DOMB Confidentiality and Policy for Handling Personal Data**

### Confidentiality

The Domb work under an obligation of confidentiality. The Domb will never disclose to anyone that you have been in contact or what you have discussed without your consent. The Domb will not take any action concerning your case without your consent.

### Processing of personal data

To be able to advise and support doctoral students concerned about their education-related rights, the Domb needs to process doctoral students' personal data. Data is considered "personal" if it can be used to directly or indirectly identify a certain person. It could be contact information, such as name, email address or phone number, or other information or documents. The personal data handled by the Domb is only the data provided by doctoral students who have chosen to contact the Domb.

In order for student unions to be able to carry out their work and represent students in higher education, the unions handle personal data with the legal ground that the processing is necessary for student unions to be able to carry out their task of representing students in higher education. This task is a matter of public interest, which motivates processing of data according to article 6.1.e of the General Data Protection Regulation (GDPR).

For the Domb to be able to perform their work, it is necessary to save the personal data provided by doctoral students for the time period needed to finish working with their case. The personal data that is stored in the Domb records is evaluated at least once per semester, and personal data from cases that are finished is then to be cleared out. However, since issues may sometimes arise again after longer periods of silence, case data can be saved for up to 36 months after the contact between the doctoral student and the Domb has ceased, if the nature of the case is such that the Domb suspects that problems may arise again.

The information is stored in the Domb email accounts, cell phone, on the Domb's private servers, backup hard drives, in the online case handling system or in any paper copies provided. All of them are either password protected or kept in a locked cabinet if kept at the office. There is a data processing agreement (PUBA) with the provider of the online case handling system, to ensure that storage of personal data in the system complies with the GDPR regulations. You have a right to demand to access, correct or have your data removed at any time. However, if you ask to have your data removed it might become difficult for the Domb to help you with your case. If you in any way would be displeased with the way your personal data has been handled, you may file a complaint with the Swedish Data Protection Authority (Datainspektionen).

Only the Dombs will take part of your personal data, unless you express consent to something else. The current Dombs are Malin Rantzer and Haro de Grauw, and if you have any questions or concerns about the processing of your personal data, you can reach them at [domb@ldk.lu.se](mailto:domb@ldk.lu.se), or +4672 251 11 86.

### Processing of anonymized data for the annual case report

Anonymized quantitative data about the cases is stored for the Domb Case Report. Since the data is anonymized, the data is no longer "personal", and thus no longer covered by the GDPR. The anonymized data stored is the category your case is placed in, your gender, faculty, whether you are a Swedish or international student, and a brief summary of the issue that was discussed.