

DOMB Confidentiality and Policy for Handling Personal Data

Confidentiality

The Domb works 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

In order to advise and support to PhD students concerned about their education-related rights, the Domb needs to process PhD 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 PhD 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 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 students for the time period needed to finish the work with their case. Your personal data is stored until your case is closed. A case is considered closed when the issue has been resolved, and you have not replied with further questions in a month's time. If there has not been any correspondence for a long time, but there are still unresolved issues in your case, that information will be cleared out at the end of every semester after you have received a question of whether you want the Domb to keep the information. If you after your case has been closed want to bring your case up again, you might need to send in background information again. A suggestion is that you keep the email conversation, and you can forward it to the Domb if you would want to bring up the case again.

The information is stored in the Domb email account, cell phone, on the Domb's private server, hard drive or in any paper copies provided. All of them are either password protected or kept in a locked cabinet. If information is sent to the Domb via email, any sensitive information is downloaded to the private server and removed from the Gmail server as soon as possible. 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 Domb will take part of your personal data, unless you express consent to something else. The current Domb is Malin Rantzer, and if you have any questions or concerns about the processing of your personal data, you can reach her at 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, and whether you are a Swedish or international student, and a brief summary of the issue. To make sure that the stored data does not lead to you being identifiable, the data will be compared to statistics about PhD students at Lund University before the publication of the Case Report.