

PM FOR EXCERPT FROM MEMBERSHIP REGISTER

1 Formalia

1.1 SUMMARY

This PM describes the rules and guidelines to be followed when the THS forwards information from its membership register.

1.2 Purpose

The purpose of this PM is to clarify rules and guidelines for excerpt from the member register, to unify the same as to protect the members.

1.3 Scope

This PM applies to all excerpt made from the member register.

2 Confidentiality

- Information about paid or unpaid invoices may only be disclosed to the provider of the data.
- Personal identification number (10 digits) may only be provided to the data provider

3 Access to the member register

THS chief executive and administrative staff have full access to all information in the member register. The Presidents decides who in the management team has access to the system and about the use of data for THS central operations.

In exceptional cases, the student union board may grant access to the system to persons who are not members of the THS. Such decisions must always be motivated and the granted access shall be time-limited.

4 Excerpt from the membership register

The Union office may only provide information to the declarant, who must submit identification.

The management team may decide to provide information from the member register to organizations within the THS. An organization within THS has only the possibility of excerpts on its members. These excerpts can only be made by the association's chairman, upon presentation of signed electoral roll-out and valid identification.

All sales of data from the member register are via the THS Management team. Neither email addresses nor classified information may be sold to the ordering party. The management team may provide information from the member register to the ordering party provided that the purpose of the order is clearly stated and benefits THS members.