

# Policy LiU Student Secondhand

## 1. General information

In this document, the abbreviation LSSh will be used for “LiU Student Secondhand”.

LSSh can only be used by students who are 18 years or older, which students have to verify by showing a valid student identification, like LiU-ID, the Mecenat or Studentkortet app or a proof of course registration. If the student ID is without a picture, the student is obligated to show a valid ID card as well. A person that cannot identify themselves as a student is not allowed in the premises and will be asked to leave. Visitors and customers have to respect the decisions of the LSSh group.

LSSh is closed during the summer (15/6-15/8) and Christmas holidays (15/12-15/1), with reservation for exceptions. Opening hours can be found on the website. During the general opening hours LSSh's premises will be open without any prior registration needed. During bookable opening hours LSSh opens the premises only if students have notified about coming during that time. That is done by filling in [this form](#) latest 24 hours before each opening hour. LSSh will confirm the registration.

Such a booking can be canceled by sending an email to [lssh@navitas.se](mailto:lssh@navitas.se) latest one hour before the booked time slot. If a student doesn't show up they will get a warning, and if it happens again after the second warning, the student will be blocked from booking further bookable opening hours for the rest of the semester. That means the third warning is equivalent to being blocked.

A student who is not able to come during any of the published opening hours can contact LSSh at [lssh@navitas.se](mailto:lssh@navitas.se). LSSh does not guarantee the possibility to open the premises outside the opening hours.

Items that students want to hand in have to be in an acceptable condition and useful for another person. For information about what LSSh is accepting and what not, view the FAQ on our website. LSSh reserves the right to deny items for different reasons, for example if it is not in an acceptable condition, if the condition is not as described by the seller, if there is no room in the premises or if we do not think that we can sell it.

If a student wants to hand in an item(s), they first have to send a hand in request by email to [lssh@navitas.se](mailto:lssh@navitas.se) with the subject “HAND IN REQUEST” and including the following information about the item(s):

- **Type of furniture** (e.g. table, coffee machine, bed)



- **Optional additional information** (can be measurements, material, any marks/stains)
- **Condition**
  - *Very good condition* = as new - The item has no marks, scratches or stains
  - *Good condition* = The item has one or a few marks, scratches or stains, but is still good
  - *Fair condition* = The item is not in the best condition, but it still fills its function and looks good
- If the item will be **donated or sold** (in that case also a reasonable **price**)
- a **picture** of the item

LSSh will process the request as soon as possible and answer with a confirmation or decline. Confirmed items can then be handed in by the student during the opening hours. Declined items cannot be accepted by LSSh.

If a student wants to buy an item(s), they have to come to the premises to do so. LSSh applies the motto “first come, first served”, which means that for now, it is not possible to reserve any items. The website will be updated regularly, but it may occur that an item shown on the website has already been sold.

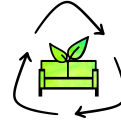
The buyer has the chance to check the condition of the item(s) on site before buying and therefore LSSh does neither take any responsibility for the condition of the item(s) bought nor for possible pests that may be in or on the item(s). In case of an item breaking after a student has bought it, LSSh is not responsible for repairing, refunding or taking back the item.

## 2. Price & Payment

A student can either choose to donate their furniture to LSSh, in which case LSSh will take over ownership of the item and either give it away for free or sell it - depending on the items' condition and value. The money earned will be used for LSSh's expenditures. For all these transactions to Navitas, when students are buying item(s) that have been donated to Navitas, only card payment is possible.

The student can also choose to sell the product for a reasonable price, given in SEK. LSSh reserves the right to set a maximum price based on the item and its condition. The price cannot be changed by the seller after LSSh and the seller have agreed on a price.

The payment alternatives for furniture sold by students are [Swish](#) and [Revolut](#) and the transaction is done directly from the buyer to the seller. Before LSSh hands out the item, the payment has to be made and the buyer has to show the confirmed transaction with the right details on Swish or Revolut. LSSh thereby resigns any responsibility regarding the payment. To increase the chances of the item getting sold, offering both alternatives (Swish *and* Revolut) is recommended, but the student is free to choose to offer only one of the payment methods or



both payment alternatives. Only the payment method(s) offered by the seller can be used to buy a specific item, so if an item(s) is handed in with only one payment option, it can only be bought using that option and LSSh resigns the responsibility to act as a middleman.

LSSh reserves the right to reduce the price to 50% of the original price if an item has not been sold at the set price after 2 months, summer and Christmas holidays excluded. If the item has not been sold after another month, the price is reduced to 25% of the original price and after a total of 4 months LSSh will take over ownership of the item and offer it for free.

### **3. Transport**

It is the student's responsibility to transport the item(s) to and from LSSh's premises.

LSSh offers students who want to pick up or drop off items that weigh less than 50 kg to borrow a cargo tricycle or a bike with a bicycle cart, including luggage straps, attached to it. Both also include a lock with a key. These can be borrowed free of charge during our opening hours by a first come, first served principle. The student has to leave a deposit in the form of a valid ID card (driver's license, passport, etc) and is responsible for taking good care of the borrowed cargo tricycle/bicycle cart, which has to be locked and returned after a maximum of 2 hours. In case of damage, the student has to pay the cost of reparation, or repair it themselves. In case of loss, the student is required to pay a fee of 1000 SEK.

### **4. Personal data & GDPR**

According to [Navitas' integrity policy](#), Navitas student association, of which LSSh is a part, saves the following personal data: First & last name, email address, phone number, educational program, year of studies and part of studies located at LiU.

Personal data is saved during the time that the student is using LSSh and will be deleted at the end of Navitas' year of activity. That means that a seller's data is deleted first at the end of Navitas' year of activity during which their item(s) has been sold or when LSSh has taken over its ownership. Personal data is kept in order to ensure payments, communicate with and send out relevant information to the students and gather statistics.

When a student sells an item, the student agrees that LSSh can share their phone number with the student buying the item. If the student wishes that the personal data is to be removed earlier than that, the student has to contact [lssh@navitas.se](mailto:lssh@navitas.se). With no personal data of the student LSSh will not be able to sell the student's item and in that case LSSh will take over the ownership of the item, if not agreed otherwise between LSSh and the student.