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Template for information text about personal data processing as part of a study assignment – instructions for students and supervisors

Under the GDPR, individuals are entitled to receive information about how their personal data is processed. Sometimes this information must be provided when their personal data is collected.

This template for an information text about personal data processing must be used when personal data is collected as part of work on a study assignment. It can be used in cases where consent is collected orally, via an electronic questionnaire or via email. In other cases, the **Information and Consent Form** must be used.

**The template contains text and parentheses that are highlighted in yellow. This is information that must be adapted to the study assignment. Remember to use clear and simple language. Avoid using difficult words and abbreviations that are not widely known.   
  
When the template has been adapted to the study assignment, the yellow text and the parentheses should be removed. These instructions should also be removed. It is important that this is done before the information text is given to the person who intends to participate in the study.**

If you have questions about the content of the information text, please contact the university’s data protection officer via dataskydd@sh.se.

# Information about personal data processing as part of the study assignment in (name of the study assignment) at Södertörn University

## Information to participants

You have been asked to participate in the study about (name of the study assignment). The study is being conducted as part of my education in (name of course/programme) at the School of (state relevant school) at Södertörn University. Under the GDPR (2016/679), Södertörn University is the personal data controller when personal data is processed as part of a study assignment. This document provides information about how your personal data will be processed as part of this study.

## Personal data that will be processed

For the purpose of this study, your personal data that will be collected and processed are:

* Name
* Phone
* Address
* Email address
* Survey responses

## The purpose of the study and personal data processing

The purpose of the study is to (state the study’s purpose clearly and simply. **State why it is necessary to process sensitive personal data to achieve the purpose of the study**).

(Briefly describe what participation entails. What are participants required to do? What methods will be used? Number of visits, interviews, surveys and duration?)

**Example wording for an interview study:**

The study is based upon an interview, in which you answer some questions. The interview will be conducted via the Zoom conferencing tool and is estimated to take 30-60 minutes. The interview will be recorded and then transcribed, i.e. written out.

**Example wording for a questionnaire study:**

The study is based upon a questionnaire, in which you answer some questions. The questionnaire will be administered via SunetSurvey and takes about 15 minutes to complete.

## Supervisor’s assessment of appropriateness regarding sensitive personal data (remove this section if sensitive personal data is not being processed)

My supervisor has assessed the appropriateness of processing sensitive personal data in this study, to ensure the study assignment can be conducted in an ethically acceptable manner.

The supervisor (state name of the relevant supervisor) approved that sensitive personal data may be processed as part of this study on (state date of supervisor’s approval).

## What is the legal basis for processing personal data?

The legal basis for processing your personal data is your informed consent. You may recall your consent at any time, without stating a reason. However, recalling your consent does not affect the processing that occurred prior to it being recalled.

## How will personal data be stored and secured during work on the assignment

Your personal data will be stored (state how you will store personal data, e.g. on paper or in OneDrive. State the security measures you will apply to protect the personal data (e.g. de-identification).

## How long will personal data be processed?

Your personal data will be processed until the study assignment is completed and graded as a pass. After this, your personal data will be deleted. Your name or anything else that could identify you will not be included in the results.

## Transfer of personal data to a third party

(State whether the personal data will be shared with anyone outside Södertörn University. Remove this section if it is not relevant.)

## Transfer of personal data to a third country (outside the EU/EEA)

(State whether personal data will be transferred to a third country (outside the EU/EEA). Remove this section if it is not relevant.)

## Your rights under the GDPR

Södertörn University is the data controller for processing your personal data. Under the GDPR, you are entitled to access your personal data that is being processed in the study (extract from the register) and, where necessary, have erroneous personal data corrected. You may also request that information about you is erased and that the processing of your personal data is limited.

If you wish to use any of these rights or recall your consent, you should contact the relevant student or their supervisor. Their contact details are provided below.

## Complaints

If you have questions or complaints about how your personal data is processed, you are welcome to contact Södertörn University’s data protection officer via dataskydd@sh.se. You are also entitled to make a complaint to the Swedish Authority for Privacy Protection (IMY) if you are unhappy with the university’s personal data processing. IMY can be emailed at imy@imy.se or you can call them at +46 (0)8 657 6100.

## People responsible for the study

The person responsible for the study is (state supervisor’s name, title and contact details).

The study is being conducted by (state student’s name and contact details).