

# Personal data processing register for study assignments at Södertörn University

Any student who intends to process personal data as part of their study assignment (for example an essay) must fill this form. The completed form must be sent to their supervisor. The form is kept by the supervisor while the study assignment is in progress. Once the study assignment is completed, the form can be deleted.

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| **Data controller** | Data controller | Telephone | Organisation ID number |
|  | Södertörns högskola | 08-608 40 00 | 202100-4896 |
|  | Address | Post code | Town/city |
|  | Alfred Nobels allé 7 | 141 89 | Huddinge |
| **Data protection officer** | Name | Telephone | Email |
|  | Högskolejurist Anna Gulle | 08-608 52 88 | dataskydd@sh.se |
|  | Address | Post code | Town/city |
|  | Alfred Nobels Allé 7 | 141 89  | Huddinge |
| **Purpose(s) of processing personal data**State why you are processing personal data. |  |
| **Categories of data subjects** Describe the type of people whose data is processed, for example students, employees, children, etc. |  |
| **Categories of personal data**For example, name, email, personal registration number  |  |
| **Sensitive personal data**State whether you are processing sensitive personal data, e.g. information about health. The definition of sensitive personal data is in the “*Guidelines for processing personal data as part of study assignments at Södertörn University*”. |  |
| **Legal basis for processing personal data**In study assignments, consent is usually the legal basis. |  |
| **Will personal data be provided to an external recipient?** | **If personal data will be provided to an external recipient, you need to state to whom, why and how.**  |
|  |  |
| **Transfer of personal data to a third country (outside the EU/EEA)** | **Will personal data be transferred to a third country?** |
|  | [ ]  | No |
|  | [ ]  | Yes, the personal data will be transferred to country X with consent. |
|  | [ ]  | Yes, the personal data will be transferred to country X without consent |
|  | **Motivate why and what security measures are in place to protect the personal data while being transferred to country X:** |
|  |  |
| **Security measures** | **What security measures are in place to protect the personal data? For example, personal data is only processed on university computers, limited access/authorisation, encryption, de-identification etc.** |
|  |  |
| **How long will personal data processing last?**Personal data must be deleted after the study assignment has been completed.  | **State when the personal data will be deleted (e.g. when the assignment is completed and graded).** |
|  |  |
| **Name of the student(s) and the supervisor** | **Name of student(s)** | **Date** |
|  | **Name of supervisor** | **Date** |