# Templates for information letter and consent form

Information letter

Information for participants in surveys conducted by a student as part of their course/programme.

**Contact information for the students and supervisor:** State the academic school at which the study is being conducted, and on which course. Contact information for the students and supervisor must be included: name, title (for the supervisor) and contact information where you are reachable (please use @student.sh.se and @sh.se and not private e-mail addresses)

**Data controller:** The survey/student project is conducted as part of the students’ education at Södertörn University, which is legally liable for the students’ processing of personal data. You can always contact Södertörn University via e-mail: registrator@sh.se or by calling +46 (0)8 608 4000.

**Data protection officer:** 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. The data protection officer is an expert on the rules about personal data and has the right to review how the university’s staff and students process personal data.

**Legal basis:** State that personal data are processed on the basis of consent being provided by the study participants, e.g.: “Your personal data is processed in accordance with your informed consent. Participation in the study is entirely voluntary. You may withdraw your consent at any time without providing a reason, though this does not affect the processing that occurred before your withdrawal.”

**Recipients of personal data:** You must report whether the personal data is shared with someone outside Södertörn University. Otherwise you can write, “All personal data that come to our knowledge will be processed so that unauthorised persons cannot access them”, but it is important that the information is correct and provides the participant with an accurate description of how the personal data will actually be processed. If you are unsure, please contact the data protection officer. If you use a cloud service, please state something like “The survey is conducted using a web-based survey tool, Survey & Report, which is a cloud service external to Södertörn University.”

**Storage period:** State that the personal data will be stored until the essay has received a pass grade and will then be destroyed, unless you have decided that it will be stored for a longer period.

**Transfers outside the EU:** If the personal data will be transferred to a third country (outside the EU and EEA), for example to data storage in cloud services in the US, you must state this.

**Rights:** According to the EU General Data Protection Regulation, you are entitled to find out what data about you is processed and when necessary have any errors corrected, free of charge. You may also request erasure, limitations or object to the processing of personal data.

**Complaints:** You may always send complaints to the Swedish Data Protection Authority. You can email them at: datainspektionen@datainspektionen.se or call them on +46 (0)8 657 6100.

Best regards,

Name

Student

Course and school

Södertörn University

# Template for consent form

To students and supervisors – this information must always be included in the consent form for surveys on paper and as text in a web survey when personal data is processed as part of an independent project/essay at Södertörn University. A separate information letter must always be included.

Consent to participate in the study: [Name of the essay/study].

I have been informed about the study in writing and I consent to participating. I am aware that my participation is entirely voluntary and that I can withdraw my participation in the study without providing a reason. If you use a paper survey: My signature below indicates that I choose to participate in the study and consent to Södertörn University processing my personal data in accordance with the relevant data protection legislation and the information provided.

…………………………………………

Signature

………………………………………… Name in print Place and date

If you are using a web survey, use a checkbox in the survey tool to access the survey:

☐ I choose to participate in the study and consent to Södertörn University processing my personal data in accordance with the relevant data protection legislation and the information provided.

Conclude with contact information for the students and supervisor: name, title (for the supervisor) and contact information where you are reachable (please use @student.sh.se and @sh.se and not private e-mail addresses)