# Template for information about personal data processing, with instructions

According to the General Data Protection Regulation (GDPR), the person whose data is processed – the “data subject” – must be informed when their personal data is processed. This information must be provided by the organisation responsible for the processing – the “data controller” – when the data is collected, but also when the data subject requests it.

The GDPR places demands on the type of information the data subject must receive, which varies depending on whether the information is collected from the data subject or from someone else. The aim is that individuals should always have control over who processes their personal data, and why and how it is done.

Am information template is provided below, so you can use it when writing information texts to describe personal data processing, e.g. when conducting a survey. You must fill in the information that is appropriate for each situation. If you are unsure, we recommend that the data protection officer reviews the final text to ensure that it fulfils the necessary requirements.

**If you intend to obtain someone’s consent, you must use the information and consent form instead.**

## Legal bases for processing personal data:

* **The task is in the public interest and the exercise of public authority**
	+ For the legal basis to be that a task is in the *public interest,* this must rest upon national legislation. For Södertörn University, this includes the Higher Education Act and its associated ordinances. Typically, research, education and informing/collaborating with the surrounding community are tasks that are in the public interest. Note that the personal data processing must be necessary for the completion of a task in the public interest, e.g. writing an essay as part of a course.
* **Consent**
	+ An individual can consent to the collection of their personal data. This must be informed consent, in which the individual voluntarily allows us to process their personal data as part of the study.

**Please note that the above instructions must not be included when you send out the information text, and that all the highlighted text and brackets must be removed. The yellow highlights show that you must adapt the text according to the situation.**

# Information about personal data processing

We need to save and process some of your personal data. This is: [state what personal data will be processed, e.g. name, personal ID number, email address, postal address, IP address, logs, etc.]. The purpose of the processing is [state the purpose of the personal data processing].

We apply the relevant data protection legislation to all personal data processing. The legal basis for processing your personal data is [that the data is information of general interest and you have consented to having it processed]. Your data will be saved [while the essay is being completed and will then be erased]. The data you provide will be accessible to [state who in the organisation will have access to the information. Remove if irrelevant.]

Your personal data that we process will be shared with [state any external parties who will receive the data. Remove if irrelevant.]

We may need to transfer your personal data to a third party, if we are legally obliged to do so. [If applicable: Your data will be transferred to a country outside the EU/EEA. We have ensured that the recipient will process your personal data in accordance with the relevant legislation.Remove if irrelevant.]

We will not process your personal data as part of an automatic decision-making process, including profiling. [Profiling is the automatic processing of personal data, in which a person’s individual characteristics are evaluated. E.g., financial status, personal preferences, interests, or movements, with the person being able to influence the decision-making*.*]

Södertörn University is the data controller. You can contact us if you want information about which of your personal data we have saved, or if you otherwise wish to use the rights given to you by the GDPR to request correction, transfer or limitations to processing, to make objections or request the deletion of your personal data. The simplest way to do this is to contact us via registrator@sh.se or by calling +46 (0)8 608 4000. The data protection officer’s email address is dataskydd@sh.se. If you have complaints about our processing of your personal data, you can contact the Swedish Data Protection Authority.