# Information and consent form for processing personal data in student projects

The form must always be signed as two paper copies: one for the person choosing to participate in the study, one for Södertörn University. It must be signed in person by the person whose personal data will be processed.

Consent can be provided orally, but must be clearly documented. This could be through a recording or a message written in an email (from a named email address) stating that the participant consents to the processing.

The form has boxes with text that is highlighted in yellow. This text must be adapted so it matches your project/essay before you give the form to a participant for them to sign. For the consent to be valid, it is important that the following is clear.

* Consent must be an active choice. Ambiguous or general consent is not adequate.
* Use clear and simple language.

If you have any questions, you are welcome to contact the university’s data protection officer via dataskydd@sh.se.

# Consent to processing personal data in student projects at Södertörn University

I consent to Södertörn University processing the following personal data in the XXX student project, in accordance with the description below.

**What personal data will be processed?**

* name
* telephone number
* address
* email address

**What is the purpose of processing this personal data?**

Provide a specific purpose for the personal data processing (describe the purpose of the study in a clear and simple manner).

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

Personal data is processed with **your explicit consent**. Participation in the study is entirely voluntary. You may recall your consent at any time, without stating a reason. There will be no negative consequences if you do not consent to the processing of your personal data.

**Storage and security:** State how you store personal data (e.g. on paper, digitally). State the security measures you apply to protect the person’s integrity (e.g. anonymisation).

**Storage period and deletion:** State that the personal data will be stored until it is no longer needed and then deleted. If personal data is to be archived, state that this will happen when the essay is graded and complete.

**Transfer of personal data to a third party:** State whether the personal data will be shared with anyone outside Södertörn University. Remove if irrelevant.

**Transfers outside the EU:** State whether the personal data will be transferred to a third country (outside the EU/EEA). Remove if irrelevant.

**What are my rights?**

According to the EU’s General Data Protection Regulation (GDPR), you are entitled to know what elements of your personal data are being processed. You are also entitled to have this corrected if it is incorrect. You may also request to have it erased or limit its use, or object to the processing of personal data. You are also entitled to data portability, i.e. the right to transfer personal data from one controller (the party legally responsible for processing) to another without being prevented from doing so. You may recall your consent at any time, without stating a reason.

**Who do I contact if my data is wrong or if I want to withdraw my consent?**

If you need to have incorrect information corrected, add missing information (correction) or withdraw your consent (recall) you should contact the student and/or their supervisor (see contact details below). You can also contact Södertörn University’s data protection offer via dataskydd@sh.se.

**Data controller:** Södertörn University is legally responsible for how the student processes personal data in their essay/project. 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 can contact Södertörn University’s data protection officer via dataskydd@sh.se.

**Complaints:** If you are unhappy with how the university has processed your personal data, you can submit a complaint to th Swedish Data Protection Authority. You can contact them by emailing datainspektionen@datainspektionen.se or calling them on +46 (0)8 657 6100.

**Contact details for the student(s) and supervisor:**

Name of course, academic school.

**Supervisor:** x,x email address

**Student(a)** x x email address, x @student.sh.se

**…………………………………….**

My signature below confirms that I have received the above information and understand how my personal data will be processed. I am aware that my participation is entirely voluntary and that I can withdraw my participation in the study without providing a reason.

Place and date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in block capitals

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Remove the following text if irrelevant**

If the participant is unable to sign the form for technical reasons, they can provide their consent via email after reading the above information. Correspondence with the student must go via the @student.sh.se address.

This is done as follows:

1. The student appends the information and consent form to an email to the intended participant.
2. In the body of the email, the student writes:

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If you wish to participate, please read the appended information and consent form carefully. Then reply to this email with the following text:

*I confirm that I have read the information and consent form appended to an email to me on xx Xxxxx 2020. I understand how my personal data will be processed. I am aware that my participation is entirely voluntary and that I can withdraw from participation in the study without providing a reason. Though this email, I provide my consent to my personal data being processed as part of the XXX study.*

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1. The participant copies the above text and replies to the student if they wish to participate.
2. The student must save the consent email in their email program for the entire project period. The email conversation must be deleted once the essay has been completed and graded.

**Remember that all emails relating to the processing of personal data must be sent from a @student.sh.se address.**