# Form for registering student projects

This form must be filled in by the student and sent to the supervisor. The supervisor must keep the list in a digital format or print it out and keep it in a folder. When the student essay/project is complete, this form should be erased by the supervisor.

Exempelvis ”Behandling av personuppgifter för…”

**Data controller or**

**representative**

Name of public agency

Telephone

Organisation number

Södertörns högskole

08-608 40 00

202100-4896

Address

Postcode

Town/city

Alfred Nobels allé 7

141 89

Huddinge

**Data protection officer**

Name

Telephone

Email

University lawyer, Alexandra Racutanu

    08-608 5179

   alexandra.racutanu@sh.se

Address

Postode

Town/city

     Alfred Nobels allé 7

141 89

    Huddinge

**Purpose of personal data processing**

**Category of person**

E.g. study participants

**Category of**

**Personal data**

E.g. name, phone, email

**Transfer**

E.g. external parties such as partner universities

Recipients to whom data may be transferred (state how and why)

**Transfer outside the EU**

Will personal data be transferred to third countries (e.g. via the internet)?

No

Yes, with consent

Yes, without consent – motivation:

**Överföring utanför EU**

Description of security measures for transfers to third countries:

**Security**

E.g. information is only processed on university computers, etc. For sensitive personal data, there is restructed authorisation, encryption, anonymisation, etc.

What security measures have been put in place to protect the information?

**Archiving**

You and your supervisor must jointly decide whethet the personal data will be erased or retained, see more information in the document “Routines for students when processing personal data at Södertörn University”

Will the personal data be erased or retained?

Motivation

Have you seen the form for ”Erasure routines”?

Yes

No

**Senstive personal data**

Will you process sensitive personal data in your work? If yes, what?

**Information provider**

Name of information provider

Date