# Information on the processing of personal data for educational purposes at the University of Gothenburg

The General Data Protection Regulation (GDPR) requires that you receive information about how your personal data is processed. This document describes how the processing takes place and what rights you have as a data subject.

## Who is responsible for the processing of your personal data?

The University of Gothenburg is the data controller for the processing carried out by students in the context of their studies.

If you have questions about the processing, you can contact the student who carries out the processing **(to be filled in by the student).**

|  |  |
| --- | --- |
| **Course code** |  |
| **Titel of the student’s project** |  |
| **Name of the student** |  |
| **Email address of the student** |  |

## Legal basis and purpose of the processing

According to chapter 1 §2 of the Higher Education Act (1992:1434), the university has a mission to organize education. This means that the university has the right to process personal data on the legal basis of public interest when it is necessary to fulfil its educational mission according to article 6.1 e GDPR.

This also means that individual students process personal data for educational purposes. Students process personal data in their education, e.g. when carrying out individual projects, essays or field studies. In these cases, the student must formulate an explicit and limited purpose for the project. The student has filled in the purpose of the project below.

## Purpose for the student (To be filled in by the student)

Here the student can start from the formulated purpose of the project and paste it from, for example, the thesis. The purpose must state which category or categories of persons the participants belong to that are covered by the personal data processing. Examples of this could be students in a specific programme, people with a specific diagnosis or employees at a specific workplace. The types/categories of personal data that will be processed should also be specified, such as names, contact details or opinions. NOTE: The student should only describe the types/categories of persons/personal data that will be processed and must NOT provide real personal data.

The student should also indicate whether the survey will process special categories of personal data or data on criminal offences (NOTE: Such processing also requires consent from the participants in addition to this information).

## Method of collection (to be filled in by the student)

Below, the student has ticked the method(s) that will be used for data collection in the project.

[ ] Image or video recording

[ ] Sound recording

[ ] Survey

[ ] Interview

[ ] Observation

[ ] Other method, describe it here:

## Who will be able to access the personal data?

Only the persons involved in the project that the student is conducting for educational purposes at the University of Gothenburg will be able to access your personal data. This means, for example, that the student and a possible supervisor of the student will have access to your personal data.

## Data can be requested under the principle of public access to official records

Your personal data or documents containing your personal data may, if submitted to the university by the student, be subject to a request in accordance with the principle of public access to official records. This means that individuals can request access to official documents and thus gain access to information in which your personal data appears, if these are not covered by confidentiality. These requests are handled in accordance with the priciples of the Freedom of the Press Act (1949:105) and the Public Information and Privacy Act (2009:400).

Students are encouraged not to submit information about you that can identify you directly (name, contact details, etcetera) when submitting their finalised work. This way, it will in most cases only be possible to request indirect personal data about you from the university.

## For how long will the personal data be processed?

Your personal data will only be processed for the duration of the student’s work for educational purposes. After the project has been completed, the student will delete the personal data. However, this does not apply to data that has been submitted to the university and which thus becomes a official document (see above).

## Will your personal data be processed outside the EU/EEA?

As the result of the university’s activities, the university may transfer personal data to third countries; i.e. to countries outside the EU/EEA. In such circumstances, special legislation applies. In these cases, the university will take all reasonable legal, organizational and technical measures required to achieve an appropriate level of protection for the personal data. A transfer to the US may occur when the student is using the text editing and file storage tools provided by the university. The university uses Microsoft for these services.

## Your rights according to GDPR

GDPR states that individuals have a number of rights. The most relevant rights are listed below. If you want to read a more detailed description of your rights according to GDPR, please visit <https://www.gu.se/en/about-the-website/processing-personal-data>.

### *Right of access (register extract)*

As an individual, you have the right to once a year, free of charge, request information about what personal data the university processes about you. Contact us via dataskydd@gu.se to request an extract of your personal data from us.

### *The right to be forgotten*

As an individual, you have the right to have your personal data erased in cases where the personal data is no longer needed to fulfil the purpose for which it was collected (the right to be forgotten).

There may be other legislation stating that personal data cannot be erased, in which case this legislation applies and the data cannot be erased.

In cases where there are legal obstacles to the deletion of personal data, the university will limit the processing of these personal data to only include processing to the extent that there is a legal basis for.

### *The right to object to processing*

As an individual, you have in certain cases the right to object to the university processing your personal data. If there are no compelling reasons for the university to continue processing the personal data, such as to fulfil legal requirements, the university will cease processing.

## Contact details for the Data Protection Officer

If you have questions about the specific processing, you can contact the student who collected the data. The student has filled in his/her/their name and contact details under the heading "Who is responsible for the processing of your personal data?" in this document.

If you have questions about the processing or have complaints, you can also contact the university's Data Protection Officer, by email dataskyddsombud@gu.se.

If you want to read more about how the University of Gothenburg processes personal data in general and a detailed description of your rights according to GDPR, please visit <https://www.gu.se/en/about-the-website/processing-personal-data>.

## You have the right to complain to the Swedish Authority for Privacy Protection (IMY)

If you believe that the university processes your personal data in violation of GDPR, you have the right to file a complaint with the Swedish Authority for Privacy Protection, IMY. Further information on how to make a complaint can be found on the website of IMY, [www.imy.se/en](http://www.imy.se/en).