**Template for Informing Data Subjects about Processing of their Personal Data on the Legal Basis “Public Interest” in Research Projects**

This template should not be used in research projects that are subject to the Swedish Ethical Review Act and require an ethics approval. Use the Swedish Ethical Review Authority's templates on their web site instead.

The template below is suitable for informing data subjects about the processing of their personal data on the legal basis “public interest” in research projects that do not require ethics approval.

When personal data is collected on the legal basis “public interest”, information about the processing must be provided to the person whose personal data is processed when the data is collected. In the event that a data subject’s personal data is obtained from someone else then the data subject, information about the processing may be omitted if the provision of such information proves impossible or would involve a dispropor­tionate effort, or if it is likely to render impossible or seriously impair the achieve­ment of the objectives of that processing. A decision not to provide information should be well founded and documented.

Text marked with brackets in the template means that information that is appropriate for the specific study should be filled in. The information should be complete and easy to understand. The participant should get a clear picture of what personal data will be processed, how it will be processed, and what the purpose of the processing is. Once the information has been in filled in, the brackets should be removed. For some fields to be filled in, there are comments. These are marked with a box, and should also be deleted.

Text marked with slashes means that the text is not always relevant. If the text is rele­vant for the specific study, the text should be kept and the slashes removed. If the text is not relevant, the entire paragraph should be deleted.

This template should always be adapted to the specific study. If you have questions about to fill in etc., you can read more about how personal data may be processed at the university’s website, <http://www.hb.se/anstalld/dataskydd>. You are also welcome to contact the university’s data protection team by email, dataskydd@hb.se.

This page is only a description of the template, and not part of the template itself.

|  |  |  |
| --- | --- | --- |
|  HbSymb2x2sv2 | Högskolan i BoråsAkademi/enhetNamn, titel  | 201x-xx-xx  |
|  |  |  |

Information about the Processing of your Personal Data in the Research Study [insert name of study]

A research study is being conducted at the University of Borås. The purpose of the study is to [insert the purpose of the study]. Responsible for the study is [insert title, name and contact details].

In the study, we process information about you. The personal data that we process are your [insert categories of personal data, e.g. name, social security number, gender, education, and health information].

//The personal data has been obtained from [insert source]//, which is a publicly accessible source//.

The personal data is used to [insert the purpose of the processing of personal data, e.g. evaluate the relationship between education and health].

The University of Borås is the controller of the processing, and the legal basis for the processing is article 6.1 (e) GDPR (public interest).

//The personal data is stored pseudonymised, which means that personal data such as your name has been replaced by other identifiers or pseudonyms. The pseudonymised data can only be restored to its original state with the addition of a secret key. The personal data and the secret key is kept safe and separate from each other.//

**Comment**

All processing of personal data for research purposes must be pseudonymised, so that the data cannot be traced to an individual without access to additional information (”a secret key”). The pseudonymised data and the secret key should be kept separately. If the purpose of the research cannot be achieved using pseudonymisation, other app­ropri­ate security measures must be implemented to protect the data. In this case, consult the university’s data protection team.

Your personal data will only be used and accessible by the researchers who conduct the study. The personal data is however official documents that may be disclosed if someone requests access to the information according to the principle of public access to information.

Your personal data will be stored within the EU/EES and //erased after [insert time, e.g. 10 years].// archived in the university’s archive after the study is completed.//

**Comment**

For more information about disposal notice periods for research documents, see [http://www.hb.se/Anstalld/Att-arbeta-pa-en-hogskola/Myndigheten-hogskolan­/Informationshantering/Regler-och-riktlinjer/](http://www.hb.se/Anstalld/Att-arbeta-pa-en-hogskola/Myndigheten-hogskolan/Informationshantering/Regler-och-riktlinjer/) (only in Swedish). Contact the university’s archivist if you have any questions.

//The research results will be presented in anonymised form, so that no data can be traced to you.//

Borås den [insert date]

[insert the name of the one who is responsible for the study]

Privacy Notice

The University of Borås is the controller (in Swedish ”personuppgiftsansvarig”) of all processing of personal data at the university. If you have any questions about how we process your personal data, you are welcome to read more about this on our website, http://www.hb.se/dataskydd, or contact the responsible researcher.

**Your Rights**

* The university is transparent with how we process your personal data. If you want to know what personal data we process about you, you can request a copy of the personal data and information about the processing free of charge once per year. To order a copy of your personal data and information about the processing, you can use the form for this that is available on our website, http://www.hb.se/dataskydd.
* You have a right not to be subject to a decision based solely on automated processing, including profiling, which produces legal, or other significant­ly effects. The University of Borås does not make such decisions.
* You have a right to object to the processing of your personal data.
* You have a right, under certain circumstances, to have the processing of your personal data restricted.
* You can request rectification or supplementation of personal data that is inaccurate or incomplete.
* You have a right, under certain circumstances, to have your personal data erased.
* You have a right to lodge a complaint to the supervisory authority (Integritetsskyddsmyndigheten).

**Contact us**

**Controller Data Protection Officer**

Högskolan i Borås/University of Borås Åsa Dryselius

501 90 BORÅS Email: dataskydd@hb.se

Sweden

Tel. +46 33-435 40 00

Email: registrator@hb.se

Org.nr: 202100-3138