**Consent template for undergraduate and master students’ processing of personal data**

Information for course responsible

The University of Borås is, under penalty of administrative fines and damages, responsible for student’s processing of personal data in courses they participate in. The university must thus ensure that students process personal data according to the university’s rules.

According to the university’s rules, course elements and subject choices shall as a general rule be designed in such a way that students do not need to process personal data to achieve the course objectives. In case it is considered important that students’ process personal data to achieve the course objectives, the course responsible is resp­onsible for giving the students clear information and guidance on how personal data shall be processed.

Undergraduate and Master’s level students (first-cycle and second-cycle) may never process so called special categories of personal data. This include any data that may reveal racial or ethnic origin, political opinions, religious or philosophical beliefs, union membership, health data, sexual life and sexual orientation, as well as the processing of genetic data, biometric data, privileged info­rmation (sekretessbelagda uppgifter), data about transgressions of the law (lagöver­trädelser), certain economic data, and descriptions and values of personal qualities and circumstances, or circumstances that are otherwise close to the private sphere.

In case it is deemed necessary that students process personal data, the processing shall be done on the basis of consent. Students’ processing of personal data thus require that the person whose personal data is desired to process consent to the processing.

Note that a consent may always be revoked. If a consent is revoked the personal data may not be used anymore and the personal data must be erased, potentially resulting in the loss of the students’ work.

Information containing personal data that has been collected by students must be stored on the students’ home directory in the university's IT environment ("F:") or on the students' Google Drive provided by the university (G Suite for Education). It is not allowed to store personal data on the student’s private Google Drive.

Consents that have been collected shall be submitted to the course’s administrators, who will keep them organized. The course responsible is responsible for informing the students that collected personal data should be erased once they have passed the examination, at the latest.

Information for those filling in this template

The consent template below is suitable to use when obtaining consent for undergraduate and master student’s collection and processing of personal data. The template should always be adapted to the specific situation in which personal data is to be processed. Contact your teacher or supervisor, if you have any questions about how to fill in the template.

Consent to process personal data must be obtained in writing before the processing begins. A copy of the consent should be given to the person that leave the consent. Once the consent has been obtained, personal data may be processed accord­ing to the consent. The consent thus sets the boundaries for what kind of processing is allowed. If other processing is required, a new consent must be obtained before the processing begins. In case a consent is withdrawn, the processing must end. A with­drawn consent does not however affect any processing that already has taken place.

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

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| --- | --- | --- |
|  HbSymb2x2sv2 | Högskolan i BoråsFaculty/DepartmentName, title  | 201x-xx-xx  |
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**Consent for the collection and processing of personal data**

As part of the course [enter course name] at the University of Borås, //I am//we are// conducting a study with the purpose of: [enter the purpose of the study].

//I who am//We who are// conducting the study would like you to provide certain information about yourself, more specifically [enter personal data, e.g. name and answers to a questionnaire regarding your education and income].

The personal data will be used to [specify the purpose of the processing personal data, e.g. evaluate and get a picture of the relationship between education and income].

The University of Borås is the controller of the processing, and the legal basis for the processing is article 6.1 (a) in the General Data Protection Regulation, GDPR, (consent).

The personal data will be used by //me//us// and may be made available to the teachers of the current course and central administrators at the university. The data may also be public documents, which means that anyone as a general rule may access it in accordance with the principle of free access to public records.

The personal data will be stored in the EU/EEA, or countries outside the EU/EEA that the EU Commission has determined to have an adequate level of protection, i.e. sufficient­ly high according to the GDPR. The data will be erased when it is no longer necessary.

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

Your participation in this study is completely voluntary. If you consent to the processing of your personal data as described above, you may withdraw your consent at any time whereby we will stop using your personal data. Because of legal requirements we may however be prevented from immediately erasing your personal data.

I hereby consent that University of Borås may collect and process my personal data as described above.

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

Signature

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

Name in block letters

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

Place and date

Legal guardians’ signature (if the participant in the study is under 18 years old)

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

Signature Signature

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

Name in block letters Name in block letters

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

Place and date Place and date

**To be filled in by the responsible teacher or supervisor**

Student’s name

Course and semester

Course responsible (name, department)

Privacy Notice

Your privacy is important to us at the University of Borås. We are committed to protect your personal data and only process it according to applicable laws and regulations, including the General Data Protection Regulation (GDPR).

The University of Borås is the controller of the university’s processing of personal data. 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/privacy, or contact the course responsible.

**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.
* If you consent to processing of your personal data you may withdraw the consent at any time. We will then not continue to process your personal data. Personal data that have been made public, e.g. published on social media, is usually not affected by a withdrawn consent however. Because of legal provisions we may also be prevented from immediately erasing your personal data.
* 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 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 receive your personal data in a structured, commonly used and machine-readable format to transmit those data to another controller.
* You have a right to lodge a complaint to the supervisory authority (Integritetsskyddsmyndigheten).

**Contact us**

**Controller Data Protection Officer**

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