

# Personal data processing register for research projects at Södertörn University

This form must be filled in by researchers when researchers process personal data within the framework of their research project. The form is kept by the researcher while the project is in progress. The form can be kept in electronic form or in physical form. When the project is completed, the form can be deleted.

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| --- | --- | --- | --- |
| **Data controller** | Data controller | Telephone | Organisation ID number |
|  | Södertörns högskola | 08-608 40 00 | 202100-4896 |
|  | Address | Post code | Town/city |
|  | Alfred Nobels allé 7 | 141 89 | Huddinge |
| **Data protection officer** | Name | Telephone | Email |
|  | Högskolejurist Anna Gulle | 08-608 52 88 | dataskydd@sh.se |
|  | Address | Post code | Town/city |
|  | Alfred Nobels Allé 7 | 141 89  | Huddinge |
| **Purpose(s) of processing personal data**State why you are processing personal data. |  |
| **Categories of data subjects** Describe the type of people whose data is processed, for example students, employees, children etc. |  |
| **Categories of personal data**For example, name, email, personal registration number. |  |
| **Sensitive personal data**State if you are processing sensitive personal data, e.g. information about health**.** |  |
| **Lawful basis for processing personal data**In research projects, the most common lawful basis is that personal data processing *is necessary to perform a task in the public interest* (“uppgift av allmänt intresse” in Swedish). |  |
| **Will personal data be provided to an external recipient?** | **If personal data will be provided to an external recipient, you need to state to whom, why and how.** |
|  |  |
| **Transfer of personal data to a third country (outside the EU/EEA)** | **Will personal data be transferred to a third country?** |
|  | [ ]  | No |
|  | [ ]  | Yes, the personal data will be transferred to country X with consent. |
|  | [ ]  | Yes, the personal data will be transferred to country X without consent |
|  | **Motivate why and what security measures are in place to protect the personal data while being transferred to country X:** |
|  |  |
| **Security measures** | **What security measures are in place to protect the personal data? For example, limited access/authorization, encryption, de-identification etc.** |
|  |  |
| **For how long will the personal data be processed?**You need to decide whether the information should be deleted or preserved after the project is completed. The university’s information management plan (“informationshanteringsplan") states which research documents must be preserved or erased. | **Will the personal data be deleted or preserved?** |
|  | **Deleted** [ ]  **Preserved** [ ]  |
|  | **If the personal data will be deleted, state when it will be deleted (e.g. when the research project is completed).** |
|  |  |
| **Name of the person responsible for the processing of personal data.** | **Name** | **Date** |