

# Personal data processing register for student assignments at Södertörn University

The student who intends to process personal data within the framework of their student assignment (for example an essay) must fill this form. The completed form must be sent to the supervisor. The form is kept by the supervisor while the student assignment is in progress. When the student assignment 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. Definition of sensitive personal data can be found in the document "*Guidelines for students' processing of personal data in student assignments at Södertörn University*”. |  |
| **Lawful basis for processing personal data**In student assignment, consent is usually the lawful basis. |  |
| **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, personal data is only processed on the university's computers, limited access/authorization, encryption, de-identification etc.** |
|  |  |
| **For how long will the personal data be processed?**The personal data should be deleted after the student assignment has been completed.  | **State when the personal data will be deleted (e.g. when the essay is completed and graded).** |
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| **Name of the student(s) and the supervisor** | **Name of student(s)** | **Date** |
|  | **Name of supervisor** | **Date** |