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| **[Faculty/Department/Centre]** [Any additional text, e.g, the name of the author] | **DOCUMENT TYPE (IF NEEDED)** SLU ID: SLU.[Enter the registry number here]  DD MMMM 20YY |

Information to data subjects about the processing of personal data at SLU (add information about the activity in question)

## Data controller

The Swedish University of Agricultural Sciences (SLU) is the data controller for the processing of your personal data. Your contact for this processing is: Enter the name of the person responsible for the project/operations processing the personal data.

The data protection officer at SLU can be reached at [dataskydd@slu.se](mailto:dataskydd@slu.se).

## Purpose

Here, describe the reason for processing the personal data at SLU. You do not need to go into too much detail such as “We are gathering data in Excel to...”. Rather, write something like “We are collecting data about students to improve the study environment at SLU”. The description can be fairly abstract to cover a number of actions, but should still be specific enough for the person registered to understand what will happen to their personal data.

SLU will also process your personal data as required for SLU to comply with regulations on public documents and the archives of public authorities.

## Categories of personal data and sources

If you are not collecting personal data from those registered themselves, state here which categories of personal data you will process and what the sources are. If the personal data is publicly available, state this.

## Legal basis

In this paragraph, state the legal basis for processing the personal data. You need to state a legal basis for each purpose.

## **The principle of public access to information**

As a public authority, SLU must apply the principle of public access to official documents. This means that all official documents, including personal data, that are not considered working material are public and can be released to anyone who requests them. However, if a document contains data that is subject to confidentiality, the document will not be released.

## Transfer of personal data

Here, state if and to which parties outside SLU you will be transferring the personal data, on paper or in electronic format.

## International transfer of personal data

If you are cooperating with an organisation outside the EU/EEA and will transfer personal data to that organisation, you need to state who will receive the data, and what protection of personal data is available at the recipient organisation. This is something you do in cooperation with the data protection officer.

## Storing data

Describe how you will be storing the personal data you collect. If you cannot give a clear and definite end date, describe the criteria that will be used to determine for how long data will be stored.

Your personal data will also be stored for as long as required by the Public Access to Information Act and the regulations on the archives of public authorities.

## Your rights

You have the right, under certain circumstances, to have your personal data erased, corrected or limited. You also have the right of access to the personal data being processed, and you have the right to object to the processing of your data. To exert your rights, contact dataskydd@slu.se.

## Withdrawing your consent

If SLU’s processing of your personal data is based on consent, you have the right to withdraw this consent.

## Obligation to provide personal data

If there is a legal requirement for the registered person to provide personal data to SLU, you must describe that requirement here. If SLU needs to process personal data to fulfil our obligations in an agreement, this information should be included here.

Example 1: If you are to study at SLU, we need to process your personal data. If we cannot process your personal data, you cannot be a student at SLU.

Example 2: For SLU to be able to deliver map data to you, we need to process your personal data. If we cannot process your personal data, we cannot fulfil our agreement with you.

## Comments

If you have any comments on the processing of personal data at SLU, contact dataskydd@slu.se.

If you are not happy with the answer provided by SLU, you can take your complaint to the Swedish Authority for Privacy Protection, imy@imy.se or   
08-657 61 00.

Read more about the Swedish Authority for Privacy Protection at https://www.imy.se/other-lang/