

Questionnaire for registering the processing of personal data

1. Department, university administration division or equivalent where the processing will take place

2. Contact for the processing

Enter the email address of the contact for this processing. You can use the address of a functional mailbox. Only slu.se addresses may be used. The email address may be personal data and we will process it to allow us to contact you about the processing you are registering. The legal basis for this is that it is a legal obligation; read more about your rights at [www.slu.se/en/personal data](http://www.slu.se/en/personal_data).

3. Type of processing

- System
- Research project / Environmental monitoring and assessment
- Independent project (student)
- Other processing

Select the type of processing you are registering.

4. Purpose and description of the processing

How will the processing be done and what is the purpose? Explain briefly. If you are registering a system, also give the name of the system/software. Example: Research project - investigate pain reactions in cats to find common characteristics, carried out through a questionnaire study with the animals' owners and an investigation that is recorded.

Other processing - administering, describing and updating information on SLU's processing of personal data in accordance with Article 30 of the General Data Protection Regulation. The purpose is also to enable data protection staff to contact the person in charge of the processing.

5. Legal basis

- Consent
- Agreement
- Legal obligation
- Exercise of public authority and public interest

Select the applicable legal basis.

NB. Select only one legal basis UNLESS you are registering a system with several purposes, in which case you may need to select more than one basis. It is not possible to change the legal basis during processing.

You can find more information on the legal bases in the data protection manual available on the staff web: <https://internt.slu.se/en/support-services/administrative-support/legal-affairs-data-protection-info-management/data-protection/personal-data-guides-templates/data-protection-manual/>.

6. The processing covers the following categories of data subjects

- SLU employees
- External resource / Consultants at SLU
- Contacts at cooperation partner
- Minors (children)
- Students at SLU
- Vulnerable people, e.g. those with a protected identity
- Participants in research projects
- Visitors
- Clients
- Land owners
- Animal owners

A data subject is the person whose data is being processed. Select all options that apply. If the category of data subject you need is not in the list, you can write it in the text field. Click Enter before adding a second option or selecting a predefined one.

7. The processing covers the following types of personal data

- Name
- Address
- Phone number
- Email address
- IP address
- User name
- Personal identity number
- Localisation data/location data/coordinates (not address details)
- Financial information
- Information on offences
- Information on insurance
- Information on kinship/relationship
- Information on education (grades, degrees, credits, etc.)
- Employment details (role/title, place of employment, etc.)
- Communication logs
- Communication metadata

Tick all the types of personal data that will be involved in the processing. If the category of data subject you need is not in the list, you can write it in the text field. Click Enter before adding a second option, or selecting a predefined one.

8. The processing involves sensitive personal data

- Ethnic origin
- Genetic data
- Biometric data
- Health
- Political opinion
- Religious or philosophical beliefs
- Sexual life or sexual orientation
- Union membership
- No sensitive personal data is processed.

Select all of the options that apply to the treatment. Keep in mind that data can indirectly become sensitive, for example, when people describe their life situation and/or opinions. This can reveal sexual orientation, religion, political opinion, ethnicity and more.

9. How have data subjects been informed about the processing of personal data?

- Email
- Letter
- Other written communication
- As part of a survey
- Web link
- They have not been informed.

SLU has an obligation to inform data subjects. Data subject means the person to whom the personal data relates. Please indicate here how those persons have been informed about the processing.

10. Systems in which the processing takes place or from which information is retrieved

Specify the systems that will be used to process the personal data. This could be Exchange, Primula, Netigate or other software. Please also indicate if the processing you are registering automatically retrieves information from a system such as Idis or Ladok.

11. If data processors are used, please specify which ones and the registry number of the data processing agreement.

If an organisation or actor outside SLU processes personal data on behalf of SLU, there must be a data processing agreement. If you use a central system such as Outlook, you do not need to answer this question.

12. Are third country transfers made and to which country?

Third country transfers involve the transfer of personal data to countries outside the EU/EEA. For example, if a service is provided by a company or organisation outside the EU/EEA or if storage is in a third country (e.g. the server is in a third country).

13. General description of technical and organisational safety measures

Personal data must be stored and processed in a safe manner. List the measures taken to ensure the safety of personal data during processing. This could be that a system requires login, that personal data are encrypted or stored in a folder with restricted access, and that there are procedures in place for following up access management.

14. Which of the following have been performed: information classification, risk assessment, impact assessment

- Information classification
- Impact assessment as per the GDPR
- Risk assessment
- Not performed
- No impact assessment required under the GDPR

Read more about information classification, risk assessment and impact assessment on the staff web. Information classification and risk assessment must always be done in accordance with the SLU information security policy. Impact assessment as per the GDPR is only required in certain cases. This does not apply to students.

15. Retention review deadlines

State when the personal data will be disposed of. If this is regulated in the data retention and disposal schedule, you can refer to that. Example: The information is retained and disposed of according to the data retention and disposal schedule for documents created as part of a procurement process (SLU.ua.11.12-709/05).

16. End date for research projects and independent projects

Specify when the work/project is estimated to be completed and the processing therefore ceases.

Comments from data protection (to be filled in by data protection at a later stage)