| **[Faculty/Department/Collaborative centre]** [Any additional text,  e.g., name of the author] | **iNFORMATION AND CONSENT FORM**  DD Month 20YY |
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# Participation in an independent project at SLU – consent and information about the processing of personal data

When you consent to take part in the independent project XX [preliminary project title], you consent to the Swedish University of Agricultural Sciences (SLU) processing your personal data. Consenting to this is optional. However, if you do not consent, you cannot take part in the project. This form aims to give you all the information you need to decide whether you consent to participating in the project and to SLU processing your personal data.

Consent is the legal basis for processing your personal data. You can withdraw your consent at any time, and you do not have to justify this. However, withdrawing your consent will not affect the processing that has already taken place. SLU is responsible for processing your personal data. SLU’s data protection officer can be contacted at [dataskydd@slu.se](mailto:dataskydd@slu.se). Your contact person for the project is the student [student’s name and email]. You can also contact the supervisor [supervisor’s name and email].

We will collect the following personal data: Specify the categories of data that will be collected. If this has not yet been decided, describe the method you will be using and what data you are interested in [If your study involves some kind of recording, explain this here]. The purpose of processing your personal data is to allow the SLU student(s) to carry out their independent project XX [preliminary project title] with good scientific quality. Your personal data will not be transferred to other organisations or companies.[If data will be transferred, specify the organisations/companies to which the personal data will be transferred, electronically or on paper.]

Your personal data will be stored until the independent project has been assessed and the grade registered in the SLU student registry. After that, the data will be disposed of. Data you submit may be used for further research, in which case it will be stored at SLU in accordance with research practice.[Delete this sentence for independent projects that will not be used in further research.] The data will be handled in a way that prevents unauthorised access.

More information on how SLU processes personal data, and about your rights, is available at [www.slu.se/personal-data](https://www.slu.se/personal-data/). You have the right, under certain circumstances, to have your personal data erased, corrected or limited. You also have the right to access the personal data being processed, and you have the right to object to the processing of your data.

If you have any comments, contact the data protection officer at [dataskydd@slu.se](mailto:dataskydd@slu.se). If you want to make a complaint, contact the Swedish Authority for Privacy Protection at [imy@imy.se](mailto:imy@imy.se). Read more about the Swedish Authority for Privacy Protection at <www.imy.se>.

I hereby consent to take part in this independent project and to SLU processing my personal data in the manner explained in this text, including any sensitive data I may submit.

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Signature Date

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

Name in block letters

## **If you use Netigate in your project (delete this text after reading)**

If you use a Netigate survey to collect data for your project, cut and paste the entire text of this document, including the header, and paste it into the Netigate section for consent. At the end of the consent text, add a checkbox with the following text:

‘I hereby consent to take part in this independent project and to SLU processing my personal data in the manner explained in this text, including any sensitive data I may submit.’

Once the respondent has checked this box, the survey will open.

If your study involves identifying the participant, for example through an interview or other type of data collection where you meet the participant in real life or online, you need to collect a **signed** consent form for every participant. Remember that the participant who signs the form must get a copy of it.

If you use this form in any of the ways described here, you can check the box in the project work plan to confirm that personal data is processed as per the data protection legislation.

## **Electronic consent (delete this text after reading)**

If the participant cannot sign the form in person, they should read this information and then send you an email with the text below. The email must be sent to your @stud.slu.se address.

As a student carrying out an independent project, you do the following:

1. Email the form to the intended participant.
2. In the email, paste the following text:

If you choose to take part: Read the form carefully. Reply to the email and include the following text in your reply:

‘I confirm that I have received the consent and information form emailed to me on DD MM 20YY. I confirm that I understand how my personal data will be processed. I am aware that participation in this project is voluntary and that I can end my participation at any time without justifying it. By sending this email, I consent to my personal data being processed as part of the independent project XXX.’

1. Participants who decide to take part copy the text in their reply to you.
2. Save the consent in your inbox for the duration of the independent project. When the project has been assessed and graded, delete the email conversation.

**NB. Remember to always use your @stud.slu.se address when you send emails about the processing of personal data.**