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| **Division of Human Resources** | **INFORMATION** SLU ID: SLU.[Enter the registry number here]  MM/DD/2020 |

Information to data subjects about the processing of personal data at SLU

## 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 the director of human resources at the Division of Human Resources.

The data protection officer at SLU can be reached at [dataskydd@slu.se](mailto:dataskydd@slu.se) or by phone at 018-67 20 90.

## Purpose

We store information about who to contact in case of an emergency involving       in our staff register Primula. This information will be used if we need to contact you in case of sudden illness or an accident.

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

      has provided details of your name, phone number and email address.

## Legal basis

SLU will process your personal data to protect the vital interests of our employees and their relatives by informing the latter of any sudden illness or accidents (article 6.1.d in the general data protection regulation).

## Disclosure

SLU may disclose your personal data to anyone who requests a public document that includes your data, in accordance with the regulations on public documents, unless they are subject to non-disclosure.

## Storing data

Your personal data will be stored as long as       is employed at SLU, or until they ask to change or delete the information about their emergency contact.

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

Under certain circumstances and according to law, you have the right 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 the Privacy and Data Protection Function Unit (contact details below).

## Comments

If you have any comments on the processing of personal data at SLU, contact the Privacy and Data Protection Function at [dataskydd@slu.se](mailto:dataskydd@slu.se), 018-67 20 90.

If you are not happy with the answer provided by SLU, you can take your complaint to the Swedish Data Protection Authority, [datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se) or 08-657 61 00.

Read more about the Data Protection Authority at [hhttps://www.datainspektionen.se/other-lang/in-english/](https://www.datainspektionen.se/other-lang/in-english/)