# Template for Consent and information about the processing of personal data in student work at University West

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| ***Comment:****The form shall be signed in paper format. The form must be signed in person by the person whose personal data is to be processed or a guardian if a minor´s personal data is to be processed.* *Parts of the form marked in yellow need to be filled in before the form can be handed over to the participants. It is important that it is clearly described what the consent covers.* *More information about students' processing of personal data can be found in the Guideline for students' processing of personal data in student projects. If you have any questions, please contact* *dataskydd@hv.se**.*  |

# Consent to the processing of personal data in connection with student work at University West

#### Information about the student work/degree project

[Short presentation of the student project to be carried out and how the work is done (methodology)]

#### What personal data will be processed?

In the student project, the following personal data will be processed by students at University West:

[List all personal data processed, e.g. name, telephone number, address, e-mail, etc.]

#### What is the purpose of the processing of personal data?

The purpose of the processing is to ... [state a specific purpose/purpose of the processing of the personal data, e.g. to compare/investigate in the student's degree project...]

#### On what legal basis will the personal data be processed?

The personal data is processed with your explicit consent. Participation in the study is completely voluntary, and you can withdraw your consent at any time without giving a reason.

#### How is personal data processed?

All processing of the personal data collected complies with the general principles of the General Data Protection Regulation.

In short, these principles are based on the fact that personal data should be limited to what is relevant and appropriate for the student work, that the collected data must be correct and that it must be treated with confidentiality and a low risk of intrusion into your personal integrity. University West shall also guarantee correctness and transparency towards you, with regard to how your personal data is processed for the student project, during and even after its implementation.

The personal data will be collected via [describe how the data is collected, interviews, surveys, etc. and in what medium]. After that, the data will be stored [describe how the data is stored, e.g. electronically, paper format, etc.]. Collected data will be stored in accordance with University West's regulations, which means safe storage under the university's control. Your data will be processed in such a way that no unauthorised person can access it. To ensure the integrity of the personal data , [describe the specific safeguards in place, e.g. anonymization, pseudonymization, encryption, etc.]. It will not be possible to identify individuals in the publication of the results of the student project.

The personal data will be stored until the purpose of the processing ceases or until you withdraw your consent. After completion of the examination/course, the personal data will be deleted. However, University West may in some cases be obliged to archive and save personal data in accordance with mandatory law and regulations.

The personal data will only be processed for educational purposes in accordance with the above-mentioned purposes at University West and will not be disseminated to any other recipient.

#### Who is responsible for the processing of personal data?

University West is the data controller and ultimately responsible for the processing of your personal data for the student work. University West can be reached by servicecenter@hv.se or by phone 0520-22 30 00.

If you have concerns or complaints about how your personal data is processed, you can always turn to the university's data protection officer at dataskydd@hv.se.

#### What are my rights?

According to the General Data Protection Regulation, you have the right to access all personal data about you that is processed (so-called register extract). You also have the right to have your data corrected in the event of errors, the right to request deletion, restriction or object to the processing of personal data. You can revoke your consent at any time without having to give a reason.

If you want to make a request as described above or take part of the information that University West processes about you, you should first contact the responsible student and/or his/her supervisor. You can also contact University West's data protection officer at dataskydd@hv.se.

If you are dissatisfied with the university's processing of your personal data, you always have the right to lodge a complaint with the Swedish Authority for Privacy Protection. You can contact them on imy@imy.se or 08-657 61 00.

#### Contact information for responsible students and supervisors

[Enter name of department and course]

**Students**

**[Name, HV-mail]**

**Supervisor**

**[Name, phone number and HV mail]**

#### Consent

I hereby agree to participate in the study, and that my personal data is processed for the purposes stated above. I confirm that I have read the above information and understand how my personal data may be processed. I am aware that my participation is completely voluntary and that I can cancel my participation at any time without giving any reason.

Date and place

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Signature

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Name

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