

Students may only process personal data in scope of their education in accordance with these rules and the responsible teachers' instructions.

Personal data means any information relating to an identified or identifiable individual where an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number (e.g. social security number) or one or more factors specific to his physical, physiological, mental, economic, cultural or social identity (e.g. name and first name, date of birth, biometrics data, fingerprints, DNA...)

Undergraduate and Master level students (first-cycle and second-cycle) may never process so called special categories of personal data (integritetskänsliga personuppgifter). This include any data that may reveal racial or ethnic origin, political opinions, religious or philosophical beliefs, union membership, health data, sexual life and sexual orientation, as well as the processing of genetic data, biometric data, privileged information (sekretessbelagda uppgifter), data about transgressions of the law (lagöverträdelser), sensitive economic data, and descriptions and valuations of personal qualities and circumstances, or circumstances that are otherwise close to the private sphere.

In case it is deemed necessary to process personal data, the processing shall be done on the basis of consent. Students' processing of personal data thus require that the person whose personal data is desired to process consent to the processing.

Consent to process personal data must be obtained in writing before the processing begins using the university's templates. The consent should include a description of, inter alia, the purpose of the processing and what personal data is necessary to collect in order to achieve that purpose. Therefore, consider these questions carefully and clearly explain what personal data that will be processed and for what purpose, so that the person whose personal data is to be processed understands what the processing means. Contact the responsible teacher if you have any questions about how to fill in the template.

Once the consent has been obtained, personal data may be processed according to the consent. The consent thus sets the boundaries for what kind of processing is permitted. If other processing is required, a new consent must be obtained before the processing begins. In case a consent is withdrawn, the processing must end. A withdrawn consent does not however affect any processing that already has taken place.

Information containing personal data that has been collected must be stored on the students' home directory in the university's IT environment ("F:") or on the students' Google Drive provided by the university (G Suite for Education). Personal data may also be stored temporarily on mobile devices or removable storage media if necessary.

The personal data that has been collected should be erased when it's no longer necessary for the purpose of the processing, but no later than when the assignment has been passed.

Violation of these rules may be subject to disciplinary actions (warning or suspension) according to law.