# Consent for personal data processing – read these instructions before using the template

Date

TEMPLATE

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Reg. no

## Introduction

Consent is a legal basis for processing personal data. As Lund University is a public authority with the task of conducting education, research and external engagement, there is, as a rule, another legal basis for processing personal data. *If this is the case, that basis, not consent, is to be used.*

If there is no legal basis for the processing other than asking for consent, you first need to consider if the situation is appropriate for consent. In this regard, you need to consider if there is an unequal power relationship between the University as a public authority and employer in relation to students and employees. Consent is to be given in a completely voluntary way in order to be valid. Never ask for consent if you cannot respect a “no”.

Situations when consent can be used include:

* Public events: e.g. museums, lectures, concerts and dinners
* Information about activities; e.g. websites, magazines, newsletters, social media
* Alumni activities
* Fundraising and endowment management

As personal data controller, Lund University is responsible for a valid consent having been obtained and you need to be able to show both that the data subject has been provided with relevant information and that your working method meets the requirements. A consent may be verbal, but in that case needs to be documented clearly in order to be valid, e.g. through a recording or an official note. However, in many cases it is most appropriate to obtain a written consent, as then it is clear to the individual what the consent applies to. When consent is obtained digitally, it needs to be documented in a way that allows the consent to be shown.

Therefore, remember to document the consent:

* How the consent was obtained.
* When the consent was obtained.
* What information you provided to the data subject.

Checklists concerning the information that the data subject is to have access to at the latest in connection with consent being given are available on the Staff Pages (link)

<https://www.staff.lu.se/support-and-tools/legal-and-records-management/personal-data-and-data-protection/general-information-and-support/information-for-data-subjects>

You can read more about consent on the Swedish Data Protection Agency website (link)

<https://www.datainspektionen.se/other-lang/in-english/the-general-data-protection-regulation-gdpr/lawful-grounds-for-personal-data-processing/>

## Management of consent

As consent can be withdrawn at any time, it is important that the person who is responsible for the processing of the personal data organises obtained consent so that you can find it afterwards. If the data subject contacts the registrar or data protection officer, these must also be able to find the relevant information or contact person. Therefore, details regarding the division/department/equivalent are to be stated on the consent form. Tools for finding obtained consent are the registration number (in appropriate cases), serial number or similar.

It is advantageous to provide the data subject with a copy of the signed consent form.

## Regarding minors

The person who gives consent is to be able to understand the meaning of it. According to previous practice from the Swedish Data Protection Agency, what applies is that children and young people under the age of 15 may not in general give legally valid consent. In such cases, consent is obtained instead from the legal guardian. A somewhat lower age limit applies for information society services, i.e. services that are normally performed in return for payment and which are provided remotely by electronic means and on the individual request of a service recipient. This exception should be rarely applicable at Lund University.

The template text may need to be adapted when consent is obtained from a minor. Different situations may also arise in which one or both legal guardians’ consent is required.

If you have any questions about this template, get in touch with your contact person at the faculty who will consult the data protection officer, if required.

*This document constitutes a consent template that can be used in producing consent texts. Please note that this is a standard design and that additions and adaptations should be made in each specific case, see, among other things, the text sections highlighted in yellow.*

# Consent for personal data processing – Template

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| --- | --- |
| I consent to my personal data in the form of  *[Describe all the personal data that is to be processed, such as name, address, email address, audio or video recordings, other information linked to the data subject such as health, personal interests etc.]*  being processed by Lund University for the following purpose:  *[Describe the purpose of the personal data processing, e.g. the aim of the research project, marketing, providing information on our activities etc. The data subject is to be able to easily understand the purpose of the personal data processing.]* | |
| **Information (see online checklists)**  The personal data will be processed in the following way:  *[Describe how the personal data will be processed. Is it to be stored on LU’s internal servers, digitally or in printed form, who has access to these, will data be disclosed to external recipients?]*    The data will be used for the above purpose and in accordance with this form. The legal basis for the processing of your personal data is that you have given your voluntary consent. We do not share your personal data with third parties *[if appropriate, otherwise delete the final sentence and state the recipients you share the data with]*  Lund University, Box 117, 221 00 Lund, corporate identity number 202100-3211 is the personal data controller. You can find information about the processing of personal data at Lund University at [www.lunduniversity.lu.se](http://www.lunduniversity.lu.se).  The consent is valid until further notice/up to and including dd mm yyyy. You have the right to withdraw your consent at any time. You do this by contacting *[state the contact person who managed this request for consent]* or [registrator@lu.se](mailto:registrator@lu.se). We will in this case cease to process personal data that we have collected based on this consent. However, data included in results that have already been obtained will not be affected by the withdrawal of your consent. Certain data may also be archived in accordance with Swedish law.  You have the right of access to information about the personal data we process about you. You also have the right to have incorrect personal data about you corrected. If you have a complaint about our processing of your personal data, you can contact our data protection officer via [dataskyddsombud@lu.se](mailto:dataskyddsombud@lu.se). You also have the right to submit a complaint to the supervisory authority (Swedish Data Protection Agency) if you think that we process your personal data incorrectly. | |
| I consent to Lund University processing personal data about me in accordance with the above. | |
| Town/city | Signature |
| Date | Name in block letters |
| *Please note that those who collect data in accordance with this consent must ensure that they can identify the data subject when the data subject wants to withdraw their consent. If this is a large group, it may be necessary to use date of birth or other identification factors besides name. Use personal identity numbers only if there is no other alternative.*  *Please also note that this is a standard design and that additions and adaptations may need to be made in specific cases. Text in brackets, which is for your assistance, is to be removed in the final version and the text sections highlighted in yellow are to be changed.* | |