



Checklists for providing information on personal data



Checklists for the information to be provided in compliance with the General Data Protection Regulation when personal data are collected.

Örebro University is responsible for the personal data processing our employees conduct within the scope of their employment. This means that they have an obligation to communicate how personal data will be used. This obligation does not apply if the person is already aware of this, i.e. because the person has received the information previously. To use this exemption requires documentation of that information.

Checklist target group

These checklists are designed for you who use personal data in your work or projects, regardless of whether you work in academia or administration. They are intended to support your efforts in putting together the information you are obligated to provide to the person whose personal data you will be processing, as required by the General Data Protection Regulation. This person will be referred to as the “data subject” in this text and checklist.

It is never sufficient to only state that “Örebro University complies with applicable legislation regarding personal data” or similar. Therefore, you must always provide complete information at the time of collection. Keep in mind that you must write concisely and transparently, in plain language that is easily accessible to the data subject. The data subject also has a right to receive the information orally if they so prefer.

Checklist design

The requirements for information may vary slightly. This depends on whether the personal data are received directly from the data subject (for example, in an interview or survey, or from a photo shoot or when registering an account etc.) or obtained in another way (retrieving grades via databases, matching addresses to a population register, data mining from patient records, etc.)

This document is therefore divided up as follows:

- 1. Basic information that is always to be provided.**
In addition, the information under either 2 or 3 below is also to be provided.
- 2. Special rules for information to be provided if personal data are collected directly from the data subject.**
- 3. Special rules for information to be provided if personal data are collected but not directly from the data subject.**

Explanation of checklist instructions

Text in italics is an explanation or an example specific to the information in question. If you prefer to change how you organise or express the information, that is up to you, but make sure not to forget any items that must be included. It is equally important to use language that is appropriate and easy to read.

The following is included under some headings:



“The following text must ALWAYS be included.”

This is a reminder not to forget to inform the data subject that the personal data collected will also be processed according to the regulations for public documents and authorities' archives, something that might easily be overlooked. If you prefer to put it another way, that is up to you, but make sure the information is included. However, it is not enough to simply have these text examples – the other items must also be included.

Contact in case of questions and reservations

If you have any questions or concerns about the checklists, what they address and what may have been omitted, please contact the data protection coordinator at your school or department.

1. Basic information

Information that is always to be provided

1. Identify the data controller, provide their contact details, and, if possible, include contact details to a physical person who can represent the data controller.

Örebro University is typically the data controller but check this specifically. In some cases, a collaboration may exist with several data controllers, or someone else may be the data controller, and our task is data collection.

A physical person should be someone responsible for a system or research project.

2. Include the name and contact details of the data protection officer, email, and telephone number.

Check Örebro University's website for the data protection officer.

3. State the reason for using the personal data and the legal basis for this.

At Örebro University, legal basis refers to the public interest, such as research, or the exercise of public authority. Briefly describe the use so the data subject may understand how their data will be processed. In case of uncertainty about which regulations apply, contact your data protection coordinator.

The following text must ALWAYS be included:

Örebro University is a government agency and must comply with the rules governing public documents, government archives and public statistics. Örebro University, therefore, processes your personal data in the manner required by current legislation.

4. Include who will receive the personal data or where in the university organisation the data will be used.

For example, only researchers within the project, everyone at HR and EKO, and possible collaborations with other authorities or private actors.

The following text must ALWAYS be included:

If someone requests a public document that contains your personal data, Örebro University may disclose it unless the document is to be or can be classified.



5. If the transfer of personal data to third countries, i.e. countries outside, information on how long the personal data will be kept for, or, if that is not possible to specify, what laws govern the length of time for data the EU/EEA or an international organisation, is relevant, this must be communicated as well as the grounds for that transfer.

Note: publishing something online does not automatically mean a transfer to third countries. However, if the information is posted on social media or data are collected in a cloud service, this is often a transfer that the data subject should be informed about. As this area is complex, it is wise to seek advice in these matters. Contact the data protection coordinator or IT support for advice on data transfer to third countries/international organisations.

Information to ensure fair and transparent processing

a) Information on how long the personal data will be kept for, or, if that is not possible to specify, what laws govern the length of time for data storage.

For example, duration of the research project, legislation, or collective agreements regarding employers' liability for employees, and archival legislation. Check the university's document management plan for details on what applies. If unsure, consult Örebro University's archivist.

The following text must ALWAYS be included:

Your personal data are also stored for as long as is required by current legislation governing public documents and government archives.

b) Include information concerning the right to access and, where possible, the right to rectification, the right to be forgotten or the right to restrict processing relating to the data subject or objection to its processing. The right to data portability (that personal data collected can be easily transmitted) must also be disclosed when relevant.

Much is governed by other legislation, which is important to know. For example, the possibility of requesting correction in a research project is minimal, and for processing that has been archived, it is neither legally nor practically possible to correct errors.

Data portability is rarely applicable in our organisation's activities but is intended to make the process easier for individuals to change banks or insurance companies, to name a few.

c) IF the use of personal data is based on consent, information concerning the right to withdraw consent (revocation) at any time and how this is done in practical terms is to be provided. In addition, information must be provided that a revocation does not affect the lawfulness of any use of the personal data made before the revocation.

Data collected based on consent before revocation may therefore continue to be used. However, no new data may be collected.

d) Information to the data subject on their right to lodge a complaint concerning the use of their personal data. This is done with Örebro University's data protection officer or directly to the Swedish Authority for Privacy Protection, the supervisory authority.

e) IF the personal data must be provided due to legal or contractual requirements or is necessary to



enter into an agreement, this must be disclosed explicitly. In addition, you need to include whether the data subject must provide such personal data and any possible consequences of not providing it.

This is a common occurrence in the university's administration and its processes.

f) IF automated decision-making is based on the personal data provided, this must be disclosed along with some information about the reasoning for this, how it influences decisions and any foreseeable consequences of such processing.

This is a common occurrence in the university's administration and its processes.

Other purposes

IF Örebro University intends to use the personal data for a purpose other than what it was initially collected for, then before this further use may begin, the data subject must be informed and be provided with additional information that is relevant according to the section on information to ensure fair and transparent processing.

In addition to the above, you must always provide the information in either 2 or 3 below.

2. Special rules for information to be provided if personal data are collected directly from the data subject

WHEN the personal data are collected, not afterwards, you must inform the data subject. This means that it is not permitted first to collect data and then communicate that you have done so; information must have already been given before, for example, a photo shoot, filming, test session or interview begins.

3. Special rules for information to be provided if the personal data are collected, but not directly from the data subject

Possible exemptions from the information obligation

IF any of the following exceptions are applied, this must be documented, along with a brief account as to why information does not need to be provided.

- If it is impossible to provide the information contained in this checklist or if it would involve a disproportionate effort, particularly when using personal data for conducting research, archiving and statistical purposes.

Whether a "disproportionate effort" is involved is determined first and foremost by the data controller, but what is practice will emerge for the area once the supervisory authority's audits are initiated.

- When providing the basic information in the checklist would likely make it impossible or significantly impede the fulfilment of the objectives of the actual use of the personal data.

For example, making it impossible to conduct a research project.



In the above cases, Örebro University must instead take “appropriate measures” to protect the data subject’s rights, freedoms, and legitimate interests, including making the data available to the public. This could involve publishing information about the intended processing in newspapers, on web pages, etc. If you have any questions, contact the data protection coordinator at your school or department.

Additional exceptional circumstances include:

- If it is expressly stated by law that we must register or disclose data and appropriate measures are taken in connection with this processing to protect the data subject’s legitimate interests.

A typical example is registration in Ladok due to legal requirements.

- If the personal data must remain confidential due to the secrecy requirements in, for example, the Secrecy Act or other laws.

It may concern questions about national security or similar security issues.

If no exception is applicable, then you must provide the data subject with the information in part 1 of the checklist along with additions under basic information about what personal data are collected and used.

Timing of information

The information must be provided at various times, depending on the circumstances:

- Within a reasonable period after you have received the personal data, but no later than 30 days. In assessing what is reasonable, consideration may be taken to any special circumstances regarding how the personal data are used.
- Where the personal data are to be used to contact the data subject, the information must be provided no later than at the time of first contact.
- Where disclosure to another recipient can be presumed, information must be provided no later than when the personal data are disclosed for the first time.