



LETTER

Date 2021-05-11

Data Protection Officer

Checklists

Go through all the checklists and cross the boxes that apply to the situation in question. The more boxes you cross for each checklist, the more likely it is that your situation falls within that category.

Are we (Lund University) a personal data controller?

- We decided to collect or process the personal data.
- We decided what the purpose or outcome of the processing was to be.
- We decided what personal data should be collected.
- We decided which individuals to collect personal data about.
- We obtain benefits from processing the personal data.
- We are processing the personal data as a result of an agreement between us and the data subject.
- The data subjects are our employees.
- We make decisions about the individuals concerned as part of or as a result of the processing of their personal data.
- We decide the way in which the personal data is to be processed.
- We have a direct relationship with the data subjects.
- We have complete autonomy as to how the personal data is to be processed.
- We have appointed a processor, or processors, to process the personal data on our behalf.

Are we (Lund University) a joint personal data controller?

- We have a common objective with others regarding the processing.
- We are processing the personal data for the same purpose as another controller.
- We are using the same set of personal data (e.g. a database) for our processing as another controller.
- We have designed the personal data processing procedure with another controller.
- We have common information management rules with another controller, e.g. through a cooperation agreement

Are we (Lund University) a personal data processor?

- We are following instructions from someone else regarding the processing of personal data.
- We were given the personal data by a third party, or were told what data to collect.
- We do not decide to collect personal data from individuals.
- We do not decide what personal data should be collected from individuals.
- We do not decide the legal basis for the personal data processing.
- We do not decide what purpose or purposes the data will be used for.
- We do not decide whether to disclose the data, or to whom.
- We do not decide how long to retain the data.
- We make some decisions on how data is processed, but implement these decisions under an agreement with someone else.
- We are not interested in the end-result of the processing.