

Information for data subjects

Checklist A

WHEN PERSONAL DATA IS OBTAINED DIRECTLY FROM THE DATA SUBJECT

You are to inform the data subject about:

Contact details for the data controller and, where applicable, their representative (natural person).

Explanation/comments:

/// The data controller is always Lund University and the representative is e.g. the project manager, contact person for the event, etc. Contact details are available on lunduniversity.lu.se/gdpr

Contact details for the data protection officer

/// dataskyddsbud@lu.se

The purpose of the processing of personal data and the legal basis. If you change the purpose after data collection, you must first inform the data subject of the change.

/// Read more about the legal basis on Staff Pages: staff.lu.se

Who is the recipient of the personal data (e.g. the general public, fellow students, project colleagues, other participants in a conference)

/// Examples of recipients: general public, fellow students, project colleagues

Cases where personal data will be transferred to a third country (outside the EU)

The period in which the personal data will be stored or, if this is not possible, the criteria used to determine this period.

You are to inform the data subject about their right to:

Withdraw consent – possible at any time. Provide information on how to proceed.

/// For instructions on how the data subject can proceed, refer to lunduniversity.lu.se/gdpr

Gain access, request correction or deletion of personal data or limitation to processing of data concerning the data subject.

File a complaint about how the personal data is used. Provide information on how to proceed.

In rare cases, inform the data subject about:

The right to data portability, i.e. that it must be possible simply to transfer the collected data to another system.

/// Inform the data subject only in cases where this is applicable.

Whether the personal data is used for automated decision-making.