# Information and consent form for processing personal data associated with student essays

To process personal data, a consent must be obtained that clearly and in a distinct way states what data will be collected and what it will be used for. This information and consent form explains how the personal data will be processed and contains contact details.

The personal data is processed with **your explicit consent**. Participation in the study is completely voluntary. You can withdraw your consent at any time without giving a reason. If you do not consent to the processing of personal data, you can do so without suffering negative consequences.

## How will the personal data be used?

*(Brief information about the study: its main purpose and which methods are applied)*

*(State the purpose why personal data need to be used, for example. To carry out the study, interviews need to be carried out in area x to achieve results X.)*

*(Information about what e.g., the interview will be about and how long they can be expected to take. Alternatively, where, and how (and for how long) you will carry out the observation).*

*[****example text:*** *The study is carried out within the scope of the course [specify course and possible program]. The study is an examination task and will be reported as an essay that constitutes an independent scientific work. Results will be presented in consolidated form, with [insert what fits: interview quotes/observation notes] as illustrations or clarifications. Data will be transcribed into written language and presented in such way that it will not be traceable to an individual]*

**Disclosure pf personal data to third parties:** *[Inform if the personal data is shared with anyone outside SDU. Remove if irrelevant]*

**Transfer outside EU/EEA:** *[Inform if the personal data is transferred to third countries (outside the EU/EEA). Remove if irrelevant.]*

## What personal data will be processed?

*[Specify which type of personal data that will be processed, for example name, e-mail address, voice recording etc.]*

## How is your personal data protected and stored?

*[Describe how the personal data will be stored and how it will be protected, for example in paper form stored in a locked cabinet, electronically on a password-protected computer, etc.]*

When the personal data no longer will be needed for the purpose, they will be deleted.

*[Describe what will be deleted, for example the recorded audio file, the interview transcripts, and the signed consent form]*

*[Describe how long the personal data is saved before it is deleted, for example: The personal data is saved until the student work has been examined and graded]*

*[If possibly state if and which personal data needs to be preserved due to archive rules.]*

## Your rights

If you need to have incorrect information corrected, supplement with missing information (correction) or if you regret your consent (revocation), you can contact the responsible student and/or their supervisor in the first instance (see contact details below). You can also contact the SDU data protection officer at [dataskyddsombud@fhs.se](mailto:dataskyddsombud@fhs.se).

## Contact details for responsible student(s) and supervisor

[Enter subject and institution]

[Supervisor's name and email address]

[Name, student(s) and email address(es)]

**The personal data controllers** are Swedish Defence University (SDU), tel. 08-553 425 00. Email [registrator@fhs.se](mailto:registrator@fhs.se)

[If you want to know more about how SDU as an authority handles personal data](https://www.fhs.se/en/swedish-defence-university/about-sedu/contact-us/your-personal-data.html)

If you are not satisfied with how SDU handles your personal data, you always have the right to submit a complaint to the Swedish Data Protection Authority (IMY) via e-mail imy@imy.se or telephone +46 8-657 61 00.

By signing below, I confirm that I have read the above information and understand how my personal data may be processed. I am aware that my participation is completely voluntary and that I can cancel my participation in the study without giving any reason.

Place and date

Name clarification

Signature