



Information for participants in research projects regarding the processing of personal data

Prepared by:
VIA University College
HR Jura

www.VIA.dk

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1/3

1. Introduction

When you participate in a research project and a researcher at VIA therefore has received personal data about you, either from you personally or from others, electronic processing of your personal data will occur on a continuous basis as part of the research project. VIA University College is the data controller of these data, and we have therefore written this general briefing note informing you of how your data are being processed.¹ The briefing note will be supplemented by specific information about the exact research project of which you are a part.

Only personal data that are necessary to fulfil the determined purpose, in this case research, will be collected, processed and stored. If you have given your consent to participate in a research project, that consent may be withdrawn. However, this cannot be done retrospectively.

¹ The legal basis for the processing of personal data is the General Data Protection Regulation (Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data)

2. Processing of your personal data

When you participate in a research project under VIA, you will receive detailed information about the project and its content, background and purpose. Furthermore, you will receive information about the identity of possible recipients of the data and the purpose of transferring the data and any other information necessary for you to safeguard your interests.

When personal data about you are processed, legislation as well as VIA internally have requirements to ensure that the processing will be secure. VIA gives high priority to security and, being the data controller of personal data, will make sure that suitable measures will be implemented to maintain a high level of security and to meet the risks associated with processing personal data. This means, for example, that personal data may only be stored at central systems and drives at VIA which have been approved for that purpose.

If sensitive, personal data about you are to be processed as part of the research project, these data will be stored and processed at a research secured computer which, among other things, means that your sensitive data will be encrypted and therefore cannot be read by others except for the relevant researcher.

If external data processors are used to process research data, a data processor agreement will be entered into which will ensure that the data processor will also make the necessary security measures to prevent data from being accidentally or illegally destroyed, lost or deteriorated. VIA supervises or ensures documentation that the data processor's security meets the requirements in the agreement entered into.

The personal data categories that are characterised as sensitive according to the General Data Protection Regulation are: Race or ethnic origin, political, religious or philosophical conviction or union affiliation and genetic data, biometric data for the purpose of uniquely identifying a natural person, health details or information about a natural person's sexual relations or sexual orientation.

Your personal data will not be stored for a longer period than what is necessary for the research project. If there is a need to store the data for longer, for example for later documentation of the research findings or due to research ethics requirements, the data will be anonymised in the vast majority of cases.

Disclosure of research findings from the project must always be in a way that makes it impossible to identify individuals.

4. Transfer of your personal data

Disclosure of personal data collected for research will only be for the recipient's execution of a survey for statistical or scientific purposes. To the greatest extent possible, the data will be anonymised prior to the transfer so that they cannot be related to specific persons.

5. Contact

If you have questions regarding VIA's processing of personal data, please feel free to contact VIA's IT department or VIA's data protection advisor or your contact for the specific research project. The Danish Data Protection Agency (*Datatilsynet*) is the complaint board for VIA's processing of personal data.

VIA University College Hedeager 2 DK-8200 Aarhus N CVR: 30 77 30 47 Tel.: +45 87 55 00 00 E-mail: via@via.dk	VIA's data protection advisor Kristian Hohwü Nielsen Hedeager 2 DK-8200 Aarhus N Tel. +45 87 55 18 24 E-mail: dpo@via.dk	Datatilsynet Borgergade 28, 5. DK - 1300 Copenhagen K Tel. +45 33 19 32 00 E-mail: dt@datatilsynet.dk
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