**How Aarhus University and** [Insert name of the other joint controller] **process your personal data**

(This template contains help text in soft brackets and highlighted in green, as well as places with hard brackets highlighted in yellow where you must insert text yourself. The forms also contain examples.

Remember to read the text carefully to make sure that the text reflects your purpose for processing personal data.

Remember to delete the green help text once you have completed the form.

Contact TTO (tto@au.dk) before completing the forms if you:

* are to conduct research with other research institutions, companies, etc.
* are unsure about AU's role
* are to transfer personal data to a recipient outside the EU/EEA

If it is your assessment that AU is a joint controller, remember to fill in information about the other joint controller. Note that the information form must provide clear information about the most essential elements of the shared data responsibility agreement between AU and the other joint controller.)

In connection with your participation in a research project at Aarhus University and [Insert name of the other joint controller], pursuant to the General Data Protection Regulation, we are required to inform you about how your personal data will be processed. As joint controllers we also provide you with information about our arrangement concerning the processing of personal data.

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| The data controllers | **Aarhus University****Nordre Ringgade 1DK-8000 Aarhus CCVR no.: 31119103**and [insert name, address and CVR no. of the other joint controller]are the data controllers responsible for the processing of personal data in the research project. The research project is headed by [insert information on the researcher responsible for the project] who can be contacted at [insert: address, phone and email]. (The researcher responsible for the project should be available to respond to requests from data subjects) |
| The arrangement between the joint controllers(See a description of this item in the shared data responsibility agreement.) | Aarhus University is responsible for: [Insert a description of the data processing operations that AU is responsible for.][Insert name] is responsible for:[Insert a description of the areas that the other controller is responsible for.]Aarhus University and [insert name] are both responsible for:[Insert a section describing the processing operations that the parties will be performing jointly, if relevant. If not relevant, delete the text.] |
| Data protection officer at Aarhus University and [insert name of the other joint controller] | Aarhus University: Søren Broberg Nielsen Data protection officer/DPOdpo@au.dk [Insert information about the other joint controller's DPO, if relevant.] |
| Title of the research project | [Insert title] |
| The purpose of the project and of processing your personal data | [Describe the purpose for processing the participants' personal data. Describe the purpose in a way that clearly indicates the scientific field of the research, and describe the purpose in such a way that it will "accommodate" all your intended processing operations. It is important that you think in terms of broad purposes, and that you consider all the situations in which it may be relevant to process personal data in your research.] |
| Which personal data will be processed in the project? | The project will process the following information about you as a participant:(insert the types of data you intend to process. You should insert the types of data that you have indicated/are obligated to indicate in connection with your registration of the research project in the record. Find more guidelines here: [ ] Name[ ] Age[ ] Gender[ ] Information about health[ ] [insert more types if relevant] |
| Use of automated processing (profiling) | (This information concerns automated processing, including profiling. This includes situations in which algorithms, artificial intelligence (machine learning), etc. are used to produce automated results which could affect the participants, for example a decision. This could also be situations in which these technologies are used to produce an automated profile of participants, which can then be used to predict needs or habits of participants, for example. If you process personal data in this way, you must indicate the risks and consequences for the participants associated with the automated processing.)Profiling is the automated processing of your personal data. For example processing determined by an algorithm. See below whether processing of your personal data will involve automated processing.[ ] Your personal data will be subject to automated processing.[ ]  Your personal data will not be subject to automated processing.[If you intend to use automated processing, indicate the purpose and any risks/consequences for the participants.]  |
| Processing of biological material in health science research*(leave this out in projects that do not involve biological materials)**(the site of the experiment is listed in the experimental protocol)* | The results of the analyses of your biological material will be registered in your dedicated personal folder in the experiment. It may also be registered electronically or in a database.Information or biological samples that leave the site of the experiment will not include your name, address, civil registration number or any other data that can be used to identify you. Instead, an experiment ID will be used. Your experiment ID will be used to identify you, if required. The list of participants' experiment IDs can only be accessed by the staff in the experiment and by the national or international public-sector authorities entitled to check whether the study has been carried out properly. The list of experiment IDs will be stored at the site of the experiment for as long as necessary to take account of any communication with you and to take account of the laws regulating health science research. The list of experiment IDs will be stored for [number] years after the experiment has ended. |
| For how long do we store your other personal data? | (Select the example that describes your procedure for erasure/archiving or anonymisation. Often, it will be difficult to assess how long it will take to process personal data because a research project will develop over time and may change along the way. Therefore, it may not be possible to indicate an exact date for when processing will end. Consider therefore whether the first example is more relevant for you. Remember to delete the text you choose *not* to use.)At present, we cannot say for how long we will be processing your personal data. Your personal data will be processed by Aarhus University and [the joint controller] in a personally identifiable form for as long as required by the research purpose and the rules on storage according to responsible conduct of research. When we no longer need your personal data for processing, the data will be anonymised, transferred to the Danish National Archives or erased.*or*Your personal data will be stored at [insert place] in a personally identifiable form until [insert date].After this date, your personal data will be anonymised, transferred to the Danish National Archives or erased. |
| Will personal data be made available or disclosed to others, e.g. researchers at other universities? | (The next thing you need to inform the participants about is whether you intend to share data with others. To answer this question, it is important that you have considered which actors should be included in your research project, and the role of these actors under data protection law. If you need to share personal data with a non-EU/EEA actor, you should also be aware that this requires a basis for transfer, and you are to contact TTO for assistance in clarifying your basis for the transfer. State in the information form the basis for transfer you will be using. You cannot choose freely between the bases for transfer in the General Data Protection Regulation; you must first examine whether Article 45 applies, then whether Article 46 applies, etc. The derogations in Article 49 of the General Data Protection Regulation concerning 'public interest' will apply for specific situations. However, note that these are exemptions, and that they pose a certain risk for AU.)[ ] Your personal data collected for the project will only be disclosed to the other joint controller.[ ] Your personal data collected for the project will be processed by one or more external data processors [insert information (name, address, CVR no., etc.) on the data processor(s)] pursuant to the rules in Article 28 of the General Data Protection Regulation.[ ] Your personal data collected for the project will be included in a research collaboration with researchers outside Aarhus University, and [insert information] will therefore be shared with other data controllers [insert information (name, address, CVR no., etc.) on the recipient(s)].If your personal data is to be processed in a country outside the EU/EEA, the data will be transferred pursuant to the rules of the General Data Protection Regulation. [[ ] Your personal data will be transferred to a country outside the EU/EEA that has an adequate level of data protection pursuant to Article 45 of the General Data Protection Regulation.][[ ] Aarhus University will establish an agreement with the recipient of personal data in the country outside the EU/EEA and will use a standard contract adopted by the European Commission pursuant to Article 46(2)(c) of the General Data Protection Regulation.][[ ] Your personal data will be transferred to a country outside the EU/EEA based on important reasons of public interest pursuant to Article 49(1)(d) of the General Data Protection Regulation.]You can find information about the appropriate safeguards/special measures taken in connection with the transfer here: [insert reference or text]. |
| The personal data has been obtained: | (Describe the source of your data about participants.)[ ] From you[ ] From you and others\*☐From others\* [\*If persons other than the participant have provided information about the participant, then insert the name, address, etc. of the person who provided the data.](Remember that you can obtain data from both the participant *and* from other data sources.) |
| We are entitled to process your personal data pursuant to the rules of the General Data Protection Regulation and the Danish Data Protection Act.We are obligated to inform you about the rules that apply to our work with your personal data. | (Describe your legal basis for processing the personal data. Tick off the first option if you will only be processing ordinary personal data. Tick off the second option if you will be processing both ordinary personal data *and* sensitive personal data and/or data on criminal offences. Tick off the third option if you will also be processing civil registration numbers. If some of your processing activities take place on a different basis than for scientific research purposes, you have the option to indicate this in the field "any other legal basis".)[ ] Article 6(1)(e) entitles Aarhus University to process non-sensitive personal data about you without your consent, because the research project is a task carried out in the public interest and because processing of personal data is necessary for the performance of the research project.[ ] Article 6(1)(e) of the General Data Protection Regulation and section 10(1) of the Danish Data Protection Act entitle Aarhus University to process your sensitive personal data and/or data on criminal offences for scientific research purposes without your consent.[ ]  Section 11(1) of the Danish Data Protection Act entitles Aarhus University to process your civil registration number for the purpose of unique identification.[ ]  [Any other legal basis on which special processing activities are based.]  |
| Your rights under the General Data Protection Regulation | You have the following rights if Aarhus University and [the other controller] process your personal data as part of a research project carried out in the public interest: * Right to erasure or the “right to be forgotten”.
* Right to data portability - in some cases, you have the right to receive your personal data and to request that the personal data be transferred from one data controller to another.
* Right not to be subject to an automatic decision based solely on automated processing, including profiling.

(Depending on the circumstances, participants may also have the rights listed below. However, as a general rule, you cannot assert these rights as a participant in a research project. If, as researchers, you include rights from the list below, you should know that you have to treat all participants in your project equally if they choose to assert one of these rights.)* [Right of access to information about the processing of your personal data]
* [Right to have your personal data rectified]
* [Right to restrict the processing of your personal data]
* [Right to object to the processing of your personal data]

Note that your rights may be limited by other legislation or be subject to exemptions, e.g. in relation to research and the exercising of public authority. |
| Complaints | If you wish to complain about the processing of your personal data, you can do so by contacting the supervisory authority:**The Danish Data Protection Agency****Carl Jacobsens Vej 35****DK-2500 Valby** |