**Consent to the processing of your personal data in a research project at Aarhus University**

In connection with your participation in a research project at Aarhus University, we require your consent to our processing of your personal data pursuant to the rules of the General Data Protection Regulation.

Read more about the project and our processing of your personal data in the information form.

Title of the research project: [Insert the title of the project.]

I acknowledge that I have read and understood the content of the information form as the basis for my consent to the processing of my personal data in the project.

I hereby consent to Aarhus University registering and processing my personal data in the research project referred to above. Furthermore, I consent to processing taking place in the following ways:

(Delete or add processing purposes below. Remember to delete this help text)

[ ] I consent to the storing of my personal data in a database for use in new research projects after the end of the project.

[ ] I consent to the storing, in a biobank, of any residual biological material from the research biobank, or any extra sample material, for use in future related research which has been approved by the research ethics committee.

[ ] I consent to the provision of my personal data to students for use for education, projects or theses at Aarhus University.

[ ] I consent to the sharing of my personal data with other research institutions in Denmark or in another country within the EU/EEA.

[ ] I consent to the sharing of my personal data with research institutions in [insert country], which is outside the EU/EEA, even though the rules of the General Data Protection Regulation do not apply to the processing of personal data by the relevant foreign research institution. I have been informed of [insert the specific risks associated with the transfer of their data to a country that does not have an adequate level of protection or does not provide appropriate safeguards for the protection of personal data. For example, this could be information about the lack of a supervisory authority and information that the rights of data subjects may not be sufficiently protected in the third country].

[ ] I consent to my personal data being included in a publication in a scientific journal without being anonymised.

[ ] I consent to other publication of my personal data in a pseudonymised form.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[To be completed in capital letters]

Date and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Giving your consent is **voluntary** and **you may at any time withdraw your consent to the processing of your personal data** by contacting [insert contact information]. [You can also request to have your biological samples destroyed.]

If you withdraw your consent, it will not affect the lawfulness of our work with your personal data in the project before the withdrawal. Your personal data will therefore continue to be included in the work carried out in the project before you withdrew your consent.

**Information to participants in research projects at Aarhus University about processing of 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)

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| --- | --- |
| The data controller | **Aarhus University****Nordre Ringgade 1DK-8000 Aarhus CCVR no.: 31119103**is the data controller 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) |
| Data protection officer at Aarhus University | Søren Broberg Nielsen Data protection officer/DPOdpo@au.dk  |
| Title of the research project | [Insert title] |
| The purpose of the project and of processing your personal data | [Describe your purpose for processing the participants' personal data. The purpose should clearly indicate the scientific field with which your research is concerned. 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 indicated in connection with your registration of the research project in the record. [ ] 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 persons whose data is processed.]  |
| 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. Lists of 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 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 'consent' or '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 not be disclosed to others.[ ] 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 will therefore be shared with data controllers [insert information (name, address, CVR no., etc.) on the recipient(s)].[ ] Your personal data collected for the project will be used in the education of students if you have consented to this.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.][[ ] You have given specific consent to the transfer of your personal data pursuant to Article 49(1)(a) 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 others\* and you[ ] 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 and sensitive personal data. Tick off the third option if you will also be processing civil registration numbers. Tick off the fourth option if you will be processing data on criminal offences. If some of your processing activities take place on a different basis than consent, you have the option to indicate this in the field "any other legal basis".)[ ] Article 6(1)(a) entitles Aarhus University to process non-sensitive personal data about you on the basis of your consent.[ ] Article 6(1)(a) and Article 9(2)(a) entitle Aarhus University to process sensitive personal data about you on the basis of 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.[ ]  Section 8(5) of the Danish Data Protection Act entitles Aarhus University to process data on criminal offences on the basis of your consent.[ ] [Any other legal basis on which special processing activities are based.] |
| Participants' rights under the General Data Protection Regulation | You have the following rights if Aarhus University processes your personal data:* Right of access - you have the right to see the personal data concerning you that is processed by the data controller and to receive various information concerning the processing.
* Right to rectification - you have the right to have inaccurate/incorrect personal data about you corrected.
* Right to erasure or the “right to be forgotten”.
* Right to restriction of processing.
* 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 of objection - you have the right to object to the otherwise lawful processing of your personal data.
* Right not to be subject to an automatic decision based solely on automated processing, including profiling.

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** |