

Data protection

The following special rules must be adhered to when handling personal data. The rules in the General Data Protection Regulation (GDPR) apply to public authorities, businesses, and associations. The purpose of the regulation is to protect EU citizens' information and data from unlawful use and abuse. The Danish Data Protection Agency is the authority in this area and determines whether the processing of personal data complies with the legislation.

Violation of the GDPR can result in significant fines. A personal data is any information relating to an identified or identifiable natural person. Different types of personal data are distinguished:

Non-sensitive data	Sensitive personal data
<ul style="list-style-type: none">• Name• Email• Address• Phone number• Student ID number	<ul style="list-style-type: none">• Health information• Information about sexual orientation• Racial and ethnic origin <p><i>The CPR number is not sensitive personal information, but special conditions apply to the personal identification number, as this is confidential information</i></p>

Guidelines for handling personal data

In your work, you may find yourself in situations where you need to store personal data and must pay attention to complying with the guidelines below:

- You may only collect the personal data about students/volunteers that is strictly necessary to solve your tasks. This will typically be name and contact information.
- When you send e-mails to several recipients, you must use the BCC field so that the recipient of the e-mail cannot see who else you have sent it to.
- If the students/volunteers write personal information to you by email, you must make the sender aware that you treat them confidentially and what you do with them.
- Personal sensitive information must be treated with a high degree of protection. When communication on behalf of the association, you must always use your student email or other SDUmail, which is encrypted. If you receive an email from a private email, you must reply to the student email.
- You must take care of sensitive personal information (e.g. allergies, illness) so that no one but you has access to it. They should be kept in a safe place and never on the computer desk.
- If there is a need to show special consideration for students, it is okay to note this (eg disability in relation to activities), but again it must be kept confidential and secure and not accessible to others.
- You have a duty of confidentiality regarding all personal data – only data necessary to solve your tasks can be shared internally within your team.
- You must delete all personal data when you no longer need it - please delete emails immediately - remember to also delete in 'sent mail' and 'deleted mail'

Publication of images and video

Publication of images and video on the internet and on social media of recognizable persons is considered electronic processing of personal data and is therefore also covered by the Personal Data Regulation. This also applies in closed Facebook groups. If you do not have written consent from the persons concerned, you must be aware of the following when publishing images and video:

- Portrait photos always require consent and cannot be published without it. Portrait pictures are defined as pictures where the purpose is precisely to depict/portray one or more specific people. It could, for example, be team photos or photos where there is eye contact with the camera. If you need a template for declarations of consent, you can contact the faculty's study start coordinator.
- Situation pictures can be published without obtaining prior consent. Situation pictures are defined in this context as pictures where an activity or a situation is the actual purpose of the picture. It could, for example, be a group of students engaged in an activity.
- The image must be harmless. This means that the people in the photos must not reasonably feel exposed, exploited or violated. Whether an image is harmless is a holistic assessment. Consideration must be given to the nature of the image, the context in which the image appears and the purpose of the publication.
Example: A picture of two recognizable people kissing will not normally be harmless. This will be an intimate situation that may be offensive to publish.
NOTE: Photos of visitors to a bar, nightclub, discotheque or similar will always require consent.
- Always ask if you are in doubt.

Communication with new students

All information aimed at new students before 1 September must go through the faculty.

If you choose to create pages or groups on social media, the students themselves must request access. You must be aware that social media cannot be used as a primary information channel.

When the students have said 'YES' to their study place during the first week of August, we can then draw the list of the year's admitted students. The faculty then sends a welcome email with practical information and refers them to MySDU, where they find their information.

All relevant information must be available on MitSDU.