

THE GENERAL DATA PROTECTION REGULATION (GDPR) AT AARHUS UNIVERSITY

PERSONAL DATA AND RESEARCH DATA PRESENTATION FOR ACADEMIC STAFF

AGENDA

1. In which cases does the general data protection regulation apply?
2. What counts as personal data?
3. It is all about registration
4. AU must be compliant
5. Support and guidelines
6. What is the individual employee responsible for?
7. The support organisation

IN WHICH CASES DOES THE GENERAL DATA PROTECTION REGULATION APPLY?

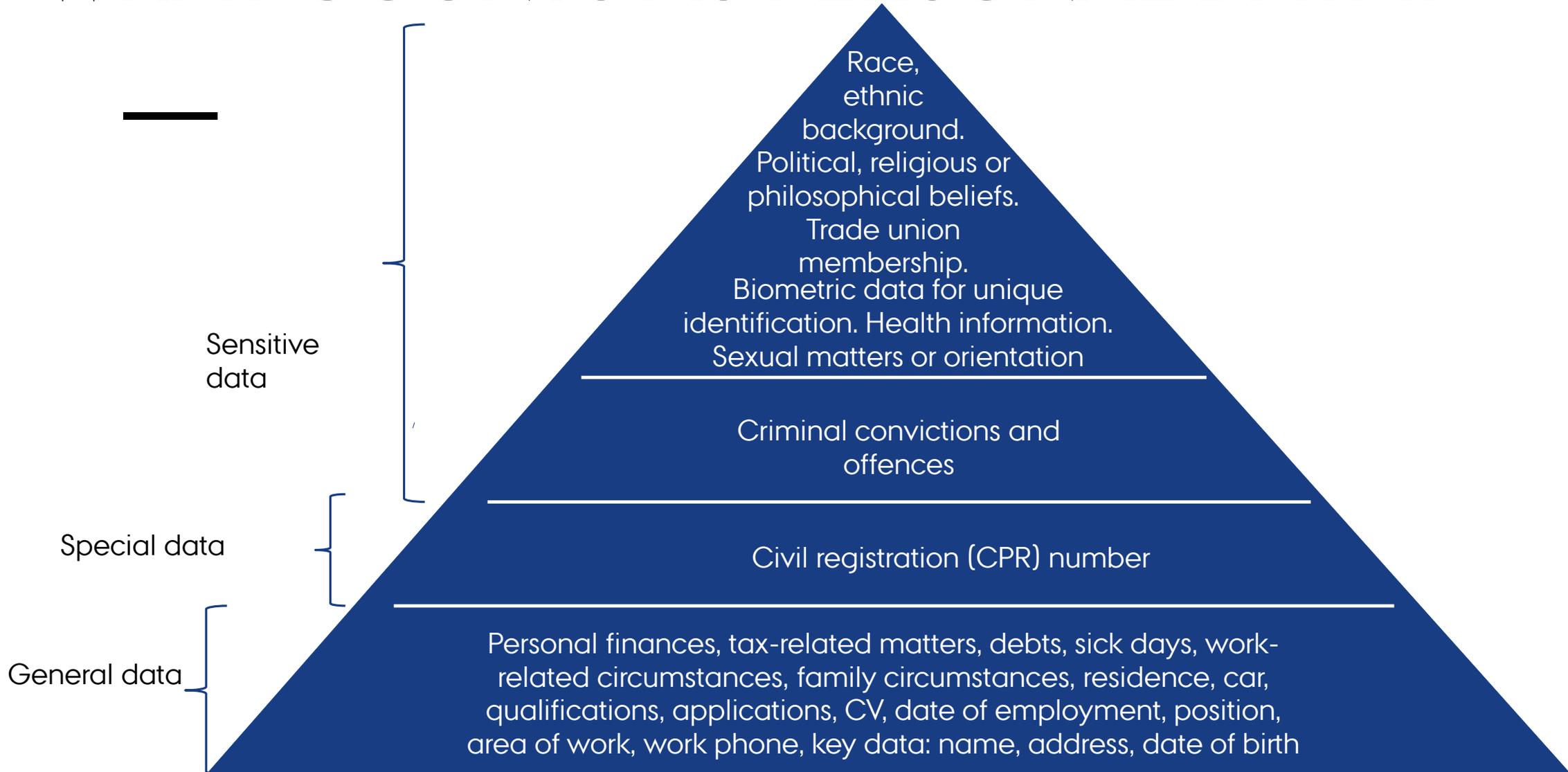
- The general data protection regulation (GDPR) applies to processing of personal data, i.e. data about individual natural persons, which is carried out by public authorities and private companies, associations etc. This means that
 - the GDPR applies to **personal data** in emails, correspondence and archives.
 - the GDPR applies to **research data** which includes **personal data**.
- We must all comply with the law.
- Please note that the level of fines has increased significantly in case of violation of the law.

WHAT COUNTS AS PERSONAL DATA?

Personal data is any form of information that can be attributed to specific persons, even if this requires knowledge of a civil registration (CPR) number, registration number, or similar.

- Information in the form of e.g. an image, a fingerprint or land register details is therefore also personal data.
- Even if information such as a name or address has been replaced by a code, it is still personal data if the code can be referred back to the original personal data.
- Information that is encrypted is still personal data as long as someone can decrypt the information or identify the persons referred to.
- CPR numbers are personal data and must not be made public without consent.

WHAT COUNTS AS PERSONAL DATA?



IT IS ALL ABOUT REGISTRATION

- Data in emails and Office programs is not registered in a way which complies with the personal data regulations.
- Therefore, sensitive personal data may only be stored temporarily (30 days) in emails and Office programs.
- Personal data in final form may only be stored in secure systems such as People XS, WorkZone, AUHRA, RedCap etc, which comply with registration requirements.
- However, personal data may only be stored in these secure systems for as long as required in relation to the purpose for which it was stored.

AU MUST BE COMPLIANT

AU must be in compliance with GDPR. This means, for example

- that all research projects involving **RESEARCH DATA** with **PERSONAL DATA** must be registered in AU's internal notification system.
- that we must ensure that **PERSONAL DATA** is processed and stored correctly.

SUPPORT AND GUIDELINES

- The website – au.dk/dataprotection – with information about data protection
 - The website will be expanded on an ongoing basis.
- [How to handle emails](#) and how to [store personal data](#)
 - [Five tips to help you clean up your mailbox, electronic devices and your office.](#)
- [E-learning course on personal data regulations](#)
 - The course is not specifically designed for university staff, but it is still a good idea to take the course.
- [Register of research projects involving personal data and forms for internal notification in relation to projects.](#)
 - Previous agreements must be reviewed in order to ensure compliance
- Description of the procedure to be used in connection with requests for access to and/or deletion of personal data
 - Is under development
- Crisis communication procedure – what to do if a journalist calls?
 - [Contact your local communication department.](#)

WHAT IS THE INDIVIDUAL EMPLOYEE RESPONSIBLE FOR?

The individual employee is responsible for complying with the personal data regulations, which means handling and storing personal data correctly.

- The individual employee is responsible for complying with the law.
- This means, for example, that you must ensure that you do not have personal data in your mailbox, on your desk and computer desktop, on network drives etc. that should not be there.
- This means, for example, that if you are responsible for a research project which involves personal data, you must ensure that [AU receives internal notification about the project](#).

THE SUPPORT ORGANISATION

AU's Data Protection Officer (DPO)

Michal Lund Kristensen, Rector's Office – mlklund@au.dk

Data protection and research

- ST – Vice-Dean Søren Rud Keiding
- HE – Data Protection Coordinator Jakob Hjort
- Aarhus BSS – Adviser Birgitte Langsted
- Arts – Data Protection Coordinator Laura Beck
- Data processing agreements, cooperation agreements, etc. – tto@au.dk
- Notification of research projects involving personal data – legal@au.dk

Data protection and teaching

- Questions about data protection and teaching – uj@au.dk

Data protection and administration

- Questions about data protection and IT – [the local IT support team](#)
- Questions about data protection and HR – [see website](#)
- Questions about information security – informationssikkerhed@au.dk



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