



Sveriges lantbruksuniversitet  
Swedish University of Agricultural Sciences

**Vice-Chancellor's Office**  
Academy Stewards

09 September 2024

## Information about the processing of personal data in connection with academic ceremonies

### Data controller

The Swedish University of Agricultural Sciences (SLU) is the data controller for the processing of your personal data. Your contact for this processing is:

SLU's academy stewards, [akademiintendturen@slu.se](mailto:akademiintendturen@slu.se).

SLU's data protection officer can be reached at [dataskydd@slu.se](mailto:dataskydd@slu.se).

### Purpose

The academy stewards are responsible for planning and organising the university's academic ceremonies and other events. To manage invitations, registrations, dietary preferences and seating arrangements, we need to collect personal data such as name, title, affiliation (company or faculty and department), email address, gender (for seating purposes) and dietary preferences. For paying guests, we also process their personal identity number and address as this is needed to invoice the cover charge.

At academic ceremonies and other events, SLU will often take photographs and sometimes record videos. This material is published in the university's public channels, and links to photos are also shared with participants after the event. In some cases, the names of participants may be included in photo captions or video clips. The overall purpose of this visual material is to inform the public about events that have taken place at SLU and allow participants to access images for private use.

SLU will also process personal data as required to comply with regulations on official documents and public authority archives.

### Categories of personal data and sources

Invitations are sent to selected guests for each ceremony/event, known as *primary guests*. These guests can, in turn, invite one or more guests. A primary guest must provide the name, title, gender and dietary preferences of their own guests. The primary guest is also responsible for informing their guests about SLU's processing of personal data.

## Legal basis

Academic ceremonies serve as a platform for the university to disseminate knowledge about its activities and research. They also provide an opportunity for the business community to connect with university researchers for collaboration. Thus, the processing of personal data is carried out to fulfil a task of public interest as the Higher Education Act requires universities to collaborate with society and ensure that their research benefits the public.

## Disclosure

If your personal data is part of an official document we may, in accordance with the rules on such documents, disclose it should someone request it. This does not apply if your personal data are subject to confidentiality.

Information on name and dietary preferences will be disclosed to the caterers and those in charge of seating arrangements.

## Storage

Your personal data will also be stored for as long as required by the Public Access to Information Act and the regulations on public authority archives. Information on name and dietary preferences will be deleted after the event.

## Your rights

You have the right, under certain circumstances, to have your personal data erased, corrected or limited. You also have the right of access to the personal data being processed, and you have the right to object to the processing of your data. To exert your rights, contact [dataskydd@slu.se](mailto:dataskydd@slu.se).

## Comments

If you have any comments on the way SLU processes personal data, contact [dataskydd@slu.se](mailto:dataskydd@slu.se).

Should you have a complaint, contact the Swedish Authority for Privacy Protection, [imy@imy.se](mailto:imy@imy.se) or 08-657 61 00.