



### **Information on Processing of Personal Data**

This information sets out how KTH uses your personal data in compliance with the General Data Protection Regulation (EU 2016/679), GDPR. It applies if you are an incoming **KTH-CSC(China Scholarship Council) student/scholar**.

### **Who is responsible for complying with the GDPR?**

KTH is the data controller of the processing of the personal data. The data controller is the person who (either alone or jointly with other persons) determines the purposes for which and the manner in which any personal data are, or are to be, processed.

### **What personal information will be processed?**

The information (name, date of birth, nationality, email address, address, next of kin, study background, desired courses and academic records) you provide will be processed in compliance with the GDPR. Only authorized staff at KTH and staff at the divisions below will have access to your personal data.

The information you provide in your application form will be used for the following purposes:

- To enable your application to be considered for entry.
- To enable the institution to initiate your student record if you should be accepted.
- To enable KTH Relocation to accept your application.

### **Transfer of personal data**

The data will only be transferred to other institutions, i.e. CSC, partner institutions, European Commission, Swedish Council of Higher Education, in the purpose of either reporting study positions or research are within the KTH-CSC program, or transferring application material when you are changing to another institution from KTH.

### **Retention period**

The personal data that you provide us with will be held by KTH in compliance with our Document Retention and Disposal Schedule.

The legal basis for processing your personal data is that it is necessary for the performance of a contract in which the Data Subject (student) is a part and is done in order to complete the agreement that has been established between CSC and KTH.

### **The right to access your personal data**

If for want to access your personal data, you may contact [dataskydd@kth.se](mailto:dataskydd@kth.se) in this matter.

### **Correct, block or remove personal data**

You are entitled to request that KTH corrects, blocks or removes your personal data if the data has not yet been processed in accordance with the GDPR. In this matter you may contact KTH at: [kth-china@kth.se](mailto:kth-china@kth.se)