

TECHNICAL AND ORGANISATIONAL SECURITY MEASURES FOR EXCHANGE PARTNERS

Principles for processing of personal data

Each institution working with the University of Copenhagen (UCPH) must have written procedures for the processing of personal data and these must be reassessed and updated on a continuous basis. Please click [here](#) to see UCPH procedures [Privacy policy](#)

- 1) If [special categories](#) (EU General Data Protection Regulation article 9) of personal data are processed, the data may only be processed following written instructions from the Data Controller.
- 2) Each institution must continuously ensure that persons who process or have access to personal data are subject to a duty of confidentiality and are instructed in the processing of personal data in accordance with the written instructions given by the university.
- 3) Each institution must have procedures for user authorization securing the use of proper roles, and have proper technical and it-security measures to ensure that any personal data is handled and stored securely.
- 4) If data is transferred to a third country or an international organisation, the responsible the Data Processor must have documented procedures for the transfer which ensure that an adequate level of protection is maintained. Data may only be transferred with approval from the Data Controller.
- 5) If personal data is transferred to a third country or an international organisation each institution must inform University of Copenhagen and declare that the adequate level of protection will be maintained.