



Joint Faculties of Humanities and Theology

## ABMA20, Handling and Protection of Personal Data, 7.5 credits

*Grundläggande hantering och skydd av personuppgifter inom arkivsektorn, 7,5 högskolepoäng*  
First Cycle / Grundnivå

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### Details of approval

The syllabus was approved by The pro-dean for First-Cycle Studies at the Faculties of Humanities and Theology on 2023-12-12 (U 2023/997). The syllabus comes into effect 2024-03-01 and is valid from the autumn semester 2024.

### General information

The course is offered as a freestanding course. It can normally be included in a first or second-cycle degree.

Subject: Information Studies.

*Language of instruction:* Swedish

*Main field of study*      *Specialisation*

-                      G1F, First cycle, has less than 60 credits in first-cycle course/s as entry requirements

### Learning outcomes

On completion of the course, the student shall be able to:

#### Knowledge and understanding

- give an account of basic concepts in the area (integrity, personal data, sensitive personal data, information security, data protection, etc.),
- give an account of basic judicial principles in the area (the Public Access and Secrecy Act, GDPR, various registry acts, etc.) mainly with regard to Sweden but also based on EU and international legislation,
- give an account of the principle of minimal storage in relation to archive formation, demonstrate a basic understanding of technical and organisational measures that can be used to protect personal data,

- give an account of the role that different actors, both state and non-governmental, have with regard to data protection,

### **Competence and skills**

- identify legal problems with data protection and suggest solutions to these,
- Chart the handling of personal data in an organisation, establish division of responsibility and regulate the division of responsibility between actors involved,
- communicate with relevant parties in the organisation and provide arguments for legally valid solutions,
- apply appropriate judicial principles in relation to different forms of archive cases,
- explain how technical development has influenced and influences data protection and information security,
- identify the difference between public and individual archives and their different preconditions in relation to data protections,

### **Judgement and approach**

- evaluate what consequences technical and digital developments have for both individual and public archives,
- think critically regarding the trade-offs between personal integrity and other individual and general interests in a democratic society,
- make trade-offs and interpretations of cooperation between different judicial principles, for instance the Archives Act in relation to GDPR,
- make trade-offs regarding the principle of public access to official documents and the Secrecy Act.

### **Course content**

EU's data protection ordinance (GDPR) has led to considerable changes in how companies and public authorities handle personal details. This course is aimed at those active in the archive sector who need basic knowledge about GDPR and associated Swedish legislation. It also includes the regulatory framework for public administration in relation to general legislation and special legislation that controls both public administration generally and archive activities specifically. Laws that the Administrative Procedure Act, the Public Access and Secrecy Act, the Local Government Act and the administrative process law are discussed with a focus on their importance for archive activities and the role of the archivist.

To increase understanding of the challenges that exist in contemporary archive activities, the course deals with historically important technical and digital developments and how they have influenced information dissemination, protection of personal information and its use. Technical and digital developments are analysed particularly considering the need for protections for personal information according to GDPR and other EU statutory regulation. Questions that are addressed include the balance between the Swedish principle of public access to official documents and personal data protection according to the Data Protection Act, GDPR and considerations around the handling of official documents and personal data protection.

## Course design

The course is given entirely remotely via an Internet-based virtual learning environment. Students are required to participate on this basis and to have access to a computer with an internet connection as well as working speakers, microphone and a webcam. The department will provide information about technical requirements. The course is mainly based on digital lectures and discussion forum. Access to teachers for questions and supervision is given via the virtual learning environment.

Participation in the introductory meeting and discussion forum are compulsory.

Absence from compulsory components is compensated for by supplementary assignment later in the course.

## Assessment

Assessment of the course is based on an individual written take-home assignment.

Re-examination of the course is offered in close connection to the regular examination.

The examiner, in consultation with Disability Support Services, may deviate from the regular form of examination in order to provide a permanently disabled student with a form of examination equivalent to that of a student without a disability.

## Grades

Grading scale includes the grades: Fail, Pass

## Entry requirements

General entry requirements and at least 7.5 credits archival science or equivalent knowledge and 1 year of work experience in the archive sector.

## Further information

- The course is offered at the Department of Arts and Cultural Sciences, Lund University.
- The number of credits allocated for course content that is shared in whole or in part with another course can only be credited once for a degree.
- For further details, see current registration and information materials.